

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 8 June 2023 at 7.45 pm**

www.pirtonparishcouncil.org.uk

Present:

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

In attendance:

Mr Edward Roberts (Parish Clerk)

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**23-24    To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from Cllr Maple.

**23-25    Public Participation**

District Cllr Strong was present and updated the meeting on her attendance at a public meeting for Luton Airport expansion with a deadline for registering as an interested party of 23 June. She also spoke on planning matters, particularly with reference to solar farm applications and the Local Plan.

**23-26    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 and Cllrs Burleigh and Parkin as members of the Wrights Farm Working Group.

**23-27    To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 11 May 2023 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 11 May 2023, be approved as a true and accurate record of the proceedings and be duly signed.

**23-28    To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 May 2023: Unity Trust Account £97,642,52.
- b. It was **RESOLVED** that payments totalling £3569.80 as detailed on the monthly Finance Statement (Appendix A) be made.

**23-29    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 external audit paperwork had been sent off to PKF Littlejohn and acknowledged. The Public Rights notice had been published on the notice board and website and would run until 14 July. The loan approval application and supporting documents had been sent to HAPTC and forwarded by them to the DLUHC on 1 June.

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

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

The invoice for the materials for repairing the Great Green track had been received and approved for payment.

A grant application form had been sent to the village hall, but they were exploring other avenues before returning the form.

In response to an email from a resident, concerns had been expressed to HCC Highways about large vehicles using West Lane as a diversion when Royal Oak Lane was closed. Vehicles, including busses, were getting stuck on West Lane and having to reverse back to turn round. It was suggested to Highways that a notice should go up saying that West Lane was not suitable for large vehicles.

**23-30 To receive the New Pavilion Working Group report.**

Cllr Maple had circulated the report (Appendix C). In his absence, Cllr Rogers highlighted various areas and there was some discussion over future management of the pavilion.

Proposed by Cllr Burleigh and seconded by Cllr Goodman, that Minerva Archaeology be employed to conduct the preliminary archaeology work at the site of the new pavilion at a cost of £470 + VAT. **APPROVED** by all present.

The Clerk was to submit the necessary paperwork.

**23-31 Planning.**

- a. To consider Planning Applications (as in Appendix A). There were no planning applications to consider. Cllr Burleigh volunteered to attend the planning committee on 15 June to put the Parish Council's view on the 5 High Street, Pirton application
- b. To receive an update on Blakeney Homes. Nil
- c. To receive an update on West Lane Farm. Cllr Parkin had been in touch with the selling agent and had been told that negotiations were underway. Cllr Rowe's discussions regarding the Class Q development of the barn continue with no satisfactory outcome at present.
- d. To receive an update on Wright's Farm. There was nothing to report.

**23-32 To receive an update on Pirton road safety issues, including speed limits.**

Cllr Rogers reported that the SID was working well and had flashed up her speed as she passed it. Cllr Goodman had emailed Highways to ask about the repainting of the white lines.

The Clerk was to write to ask for an advance copy of the final plans for the implementation of the 20mph scheme in Pirton. This would permit informed discussion by the Parish Council prior to the HCC consultation of residents.

**23-33 To receive an update from the Communications Working Group**

Cllr Goodman had circulated her report. She suggested that as it had been live for 2 years, the pirton.org website was due for a review. She would report back in the autumn on this.

A Parish Council presence on Instagram was suggested as it might reach a younger demographic. Cllr Stirling confirmed that an Instagram feed from Facebook was possible.

**23-34 To approve the following documents**

The documents were all **APPROVED**. The Clerk had re-written the Chairmanship document, making it gender neutral and this version would be adopted.

- a. Doc 004 Standing Orders RFO
- b. Doc 005 Chairmanship
- c. Doc 024 Pirton Parish Council Village Greens
- d. RA001 Risk Assessment – Finance

- 23-35 To agree to deliver to all Great Green residents a copy of the letter sent in 2016, permitting access to their properties along the track.**  
It was **AGREED** that a copy of the letter should be delivered to all residents of Great Green.
- 23-36 To review and agree the value of the Council's fixed assets as listed in the Asset Register.**  
The Clerk went through the summary page of the register, highlighting the values at year end. These were **AGREED** by all present.
- 23-37 To agree the details for the manning of a stall at the Pirton Summer Fair.**  
Many members of the Parish Council would be unavailable for the Summer Fair (Pirton Show) and it was suggested that members of the New Pavilion Working Group might be able to help out.
- 23-38 To consider a grant application for £900 towards the maintenance of the Vicarage Nature Reserve.**  
It was agreed that more detail on previous expenditure and the specific costs for this year were needed before a decision was made. The Clerk pointed out that the Grants Policy states that repeat applications for grants year upon year will not normally be considered unless there are exceptional circumstances.  
  
The Clerk was to write to ascertain these details.
- 23-39 To agree a date for the autumn Community Action Day.**  
A provisional date of 15 October 2023 was agreed.
- 23-40 To discuss the latest draft of the Bury Trust Conservation Management Plan.**  
This item was put back to August's meeting, as the Trust is still drafting amendments.
- 23-41 To receive an update on the revision of the Pirton Neighbourhood Plan.**  
Cllr Burleigh had circulated a document (Appendix D) summarising the main points and highlighting the way forward. A new working group would have to be established in the first place to take the work forward.
- 23-42 To receive reports on the following:**  
a. Parish Paths Partnership (P3). Cllr Rowe had met and consulted with Andrew Burton from HCC on Footpath 005, but he had now indicated that some further research and consultation was required, contrary to the impression given at the meeting. Cllr Rowe stressed that the Parish Council was not accepting the current state of affairs.  
b. S106 Projects. Nil  
c. Village Environment. Cllr Burleigh reported that some 100 goldfish had been put into Blacksmiths Pond. This seemed to happen annually by persons unknown and had the effect of killing off much of the indigenous wildlife in the pond.  
d. Bury Trust. Nil  
e. Village Hall. Cllr Parkin reported that the village hall was exploring funding avenues to cover the cost of the remedial repairs to the track.
- 23-43 To suggest items for the next meeting of the Parish Council to be held on Thursday, 13 July 2023 at Pirton Village Hall at 7.45 pm.**  
Nil.

Meeting Closed: 9.43 pm.

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

Appendix D – New Steps for a Revised Neighbourhood Plan

## Appendix A – Monthly Finance Statement

## Pirton Parish Council

### Bank Reconciliation at 31/05/2023

|                                   |                  |
|-----------------------------------|------------------|
| Cash in Hand 01/04/2023           | 66,699.36        |
| <br>                              |                  |
| <b>ADD</b>                        |                  |
| Receipts 01/04/2023 - 31/05/2023  | 35,073.96        |
|                                   | 101,773.32       |
| <b>SUBTRACT</b>                   |                  |
| Payments 01/04/2023 - 31/05/2023  | 4,130.80         |
| <br>                              |                  |
| <b>A Cash in Hand 31/05/2023</b>  | <b>97,642.52</b> |
| (per Cash Book)                   |                  |
| <br>                              |                  |
| Cash in hand per Bank Statements  |                  |
| Petty Cash                        | 0.00             |
| Pirton Parish Council Unity Trust | 96,167.52        |
|                                   | <b>96,167.52</b> |
| <br>                              |                  |
| Less unrepresented payments       | 25.00            |
|                                   | 96,142.52        |
| <br>                              |                  |
| Plus unrepresented receipts       | 1,500.00         |
| <br>                              |                  |
| <b>B Adjusted Bank Balance</b>    | <b>97,642.52</b> |
| <br>                              |                  |
| <b>A = B Checks out OK</b>        |                  |

## Payments

| Code                     | Date       | Description                 | Supplier                 | Net             | VAT           | Total           |
|--------------------------|------------|-----------------------------|--------------------------|-----------------|---------------|-----------------|
| Information Commissioner | 19/05/2023 | Annual Subscription         | Information Commissioner | 35.00           |               | 35.00           |
| Room (Office Expenses)   | 08/06/2023 | Expenses                    | Edward Roberts (Clerk)   | 30.00           |               | 30.00           |
| Telephone                | 08/06/2023 | Expenses                    | Edward Roberts (Clerk)   | 20.00           |               | 20.00           |
| Stationery               | 08/06/2023 | Expenses                    | Edward Roberts (Clerk)   | 15.99           |               | 15.99           |
| Postage & Mileage        | 08/06/2023 | Expenses                    | Edward Roberts (Clerk)   | 24.30           |               | 24.30           |
| Stationery               | 08/06/2023 | Replacement Printer Drum    | Edward Roberts (Clerk)   | 65.89           | 13.18         | 79.07           |
| Street Cleaner           | 08/06/2023 | Street Cleaning             | Tony Smart               | 230.60          |               | 230.60          |
| Room Hire                | 08/06/2023 | Room Hire                   | Village Hall             | 37.00           |               | 37.00           |
| Room Hire                | 08/06/2023 | Room Hire                   | Village Hall             | 37.00           |               | 37.00           |
| Village Greens           | 08/06/2023 | Village Greens Grass        | Andrew Burton            | 320.00          |               | 320.00          |
| Chiltern Society         | 08/06/2023 | Annual Subscription         | Chiltern Society         | 30.00           |               | 30.00           |
| Groundsman               | 08/06/2023 | Groundsman Duties           | Steve Kitchiner          | 420.00          |               | 420.00          |
| General Maintenance      | 08/06/2023 | Great Green Track Materials | Steve Kitchiner          | 429.94          |               | 429.94          |
| Playground               | 08/06/2023 | Play Equipment Repairs      | Setter Play Equipment    | 890.46          | 178.10        | 1,068.56        |
| Salary                   | 08/06/2023 | Salary                      | Edward Roberts (Clerk)   | 630.58          |               | 630.58          |
| Tax                      | 08/06/2023 | Tax & Employers NI          | HMRC Clerk's Tax         | 157.60          |               | 157.60          |
| Employer's NI            | 08/06/2023 | Tax & Employers NI          | HMRC Clerk's Tax         | 4.16            |               | 4.16            |
|                          |            |                             |                          | <b>3,378.52</b> | <b>191.28</b> | <b>3,569.80</b> |

## Receipts

| Code            | Date       | Description | Supplier             | Net             | Total           |
|-----------------|------------|-------------|----------------------|-----------------|-----------------|
| New Pavilion    | 15/05/2023 | Donation    | David Barnard        | 100.00          | 100.00          |
| New Pavilion    | 15/05/2023 | Donation    | Mary Hollingdale     | 200.00          | 200.00          |
| New Pavilion    | 23/05/2023 | Donation    | Art for the Pavilion | 2,328.28        | 2,328.28        |
| Donations       | 23/05/2023 | Donation    | Great Green Resident | 75.00           | 75.00           |
| Parking Permits | 31/05/2023 | Parking     | Allard               | 10.00           | 10.00           |
| New Pavilion    | 31/05/2023 | Donation    | C M Cansick          | 1,500.00        | 1,500.00        |
| New Pavilion    | 31/05/2023 | Donation    | Penelope Picken      | 17.50           | 17.50           |
| Parking Permits | 05/06/2023 | Parking     | Mr & Mrs Dixon       | 10.00           | 10.00           |
| Parking Permits | 07/06/2023 | Parking     | A Willmot            | 10.00           | 10.00           |
|                 |            |             | <b>Total</b>         | <b>4,250.78</b> | <b>4,250.78</b> |

PIRTON PARISH COUNCIL

MINUTES: 8 June 2023

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

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

Appendix B – Planning Applications

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

Nil

**Planning Decisions** (for information only)

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

- |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i  | <p><b>23/00371/FPH</b></p> <p><b>2 Cotman End, Pirton</b></p> <p><i>Insertion of front ground floor window following removal of garage doors and rear elevation door to facilitate garage conversion into habitable accommodation. Alterations to front driveway and landscaping. (as amended by plan no. A1 received 28.03.23).</i></p>                                                                                                                 |
| ii | <p>Permission granted 12 May 2023</p> <p><b>23/00844/FPH</b></p> <p><b>The Bungalow, Little Lane, Pirton</b></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>Permission granted 22 May 2023</p> |

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

## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 8 June 2023**

1. The Working Group has met formally 19 times to date.
2. The QS contract paperwork is being prepared for signing by the Parish Clerk following renegotiation of price -the first phase is to quantify cost saving options.
3. An alternative quote for the soil sample is being obtained to seek to reduce the cost below the £6k quoted.
4. PPC is requested to approve the ordering of preliminary archaeology work by Minerva Archaeology. Specifically:  
Preparation and submission of Written Scheme of Investigation (WSI) £295  
Disbursements £175  
Total cost for preliminary work £470 (plus VAT)  
Assuming satisfaction with the preliminary work the intention will be to contract with Minerva for further work during construction at a cost of c£4k dependent on the number of site visits required.

**Funding**

5. The Art for the Pavilion initiative was very successful and has raised c£3k including related pledges, and donations.
6. A further meeting with the Football Foundation is arranged for 22nd June.
7. 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. A meeting to arrange grant applications is being set up.

**Management arrangements**

8. The PSSC have received a proposal for management arrangements for the football club, and PSSC. For the PSSC the two key options being considered are a private company limited by guarantee, or a similar arrangement as now with insurance protection for committee members.
9. 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
10. It is proposed that once the PPC has met to discuss key principles a joint meeting between PPC and PSSC be held to consider management arrangements.



**Pirton Show (formerly Summer Fair)**

11.The Pirton Show will be held on Saturday 8th July. A plot has been booked for the PPC which will allow details of the new pavilion to be displayed, and feedback to be obtained, as well as other issues, eg 20mph plans. A number of people (myself included) will be away that day so volunteers are needed to set up and manage the stand.

12.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 the ordering of preliminary archaeology work, at a cost of £470 (+VAT).
- d. EXPEDITE management arrangements for the new pavilion.
- e. PLAN for manning a stand at the Pirton Show.

Simon Maple

## Appendix D – Next Steps for a Revised Neighbourhood Plan

**Next Steps for a Revised Neighbourhood Plan**

When, last year, we decided to rescind the Neighbourhood Plan Steering Group as a Working group of the PPC, and to consider reviewing and amending our Pirton Neighbourhood Development Plan (PNP), I wrote:

“A major reason for us for a review is the emerging new Local Plan. I think that broadly we are in general conformity with its Strategic Policies - we kept a close eye on it when doing the Plan originally, and indeed, since. We may, however, want more Pirton specific non-strategic policies, such as the parking! - and to update the design guide (found in the Character Assessment) and which has no mention of Cladding, and where we can be very specific about heights and number of storeys etc and all things that have caused us angst. We can be more specific about protecting/planting hedges, boundary treatments and trees etc.

And of course our NP is not so young! although “Made”; 4 years ago, the content reflects things as in 2016 when it went through its statutory consultation. So it won't carry as much “weight” as new Local Plan policies if either a developer or NHDC Planners don't want to take much notice.”

The PPC agreed to review and revise the PNP, beginning with the dissolution of the existing NP Steering Group. All members of the Steering Group were written to, thanked for their work, and invited to act as advisers as and when needed as we review the PNP. Both Lorna Sexton and Gil Burleigh responded with a willingness to assist. The Steering Group was then dissolved as a working group of the Parish Council.

Contact was made with Locality for advice. We were pointed to their websites and relevant guides. They will assist with further guidance on policies when we get to that stage. Funding has hit a hiatus; the funding of grants for 2022 to end of March 2023 was fully utilized, and although the relevant Minister assures Locality that a further year of funding will be available, as yet Locality has no further news on this and is therefore not considering applications for grants.

Clare Skeels, Senior Policy Officer (Planning) at NHDC has been told of our intention to review and revise the PNP.

It is recommended that:

1. The PPC establish a new Working Group to review the PNP; to advise the PPC on on changes that are either necessary (given the new Local Plan /new addition of the NPPF; changes to planning legislation, information in the 2021 Census and any other relevant consideration); or desirable given gaps in current policies, the impact of the climate emergency on sustainability issues; addressing nature depletion, conserving local buildings and landmarks and other issues and any other issues identified by the Working Group;
2. Following guidance from the PPC after the review, the Working Group to conduct an appropriate evidence gathering exercise; and then revise the content of the PNP, and draft appropriate policies;
3. The PPC and Working Group to consult the Community and relevant stakeholders at the stages identified by the PPC and Working group as the review and revision progresses, including the conduct of any necessary Statutory Consultations.

To remind ourselves:

1. The new Local Development Plan (LDP) is now adopted by the NHDC.

- 2. The results of the 2021 Census are now available and the evidence base of the PNP should be updated to reflect this.
- 3. The PNP relies on the National Planning Policy Framework of 2012; there have been further amendments in 2018 and 2021 to be considered.
- 4. The Government consulted earlier this year on reforms to the planning system/planning law which may be relevant. Locality has given some guidance on this.
- 5. The Pirton Village Design Statement used in the Evidence Base is now 20 years old.
- 6. The results of the questionnaires for residents and young people used as a base line of evidence are now 8 years old (although this is probably still fairly relevant).
- 7. All of the “allocated” development in the PNP has been built.
- 8. There will soon be new/extended conservation areas with an NHDC conservation area management plan.

So, what do we do next?

A. Establish a new working group. This group should be invited participants: previously volunteers were sought, which initially made for a large and unwieldy group, which included two “disrupters” who eventually had to be removed. It should be a small group; the amount of work involved will not be as great as for a completely new PNP. Nick, Jill and I have already done some NP training. A representative from WAP could be included as much of the identified revisions are about biodiversity and sustainability. Some with knowledge of “Green” technologies particularly in the housing sector could be useful. Gil Burleigh and Lorna Sexton from the previous Steering Group have both volunteered to assist.

B. Whilst the new group can be free to consider the contents of the existing PNP and identify where information needs updating etc, already Jill, Nick and I have identified some areas for revision.

C. Additionally, some work should be done to identify where the Planning Authority is failing to take in to account PNP policies, and consider why this is the case, which will inform a policy and policy wording review. Work was done on this in 2019 but not since the pandemic.

D. Inform the community; consider holding a meeting in the village hall to explain what is proposed and why and to gauge reaction and support.

E. The PNP is underpinned by a Character Assessment. This will need some revision, to reflect a revised PNP and, as it contains the Design Statement which it is proposed should be revised. Gil Burleigh has offered to do some work on this as he did a lot of the work on the original draft of the CA.

That said! We should be mindful that a completely new PNP will be needed in 2031, as the current PNP is 2011 – 2031. Work on that will need to commence in 2028, only 5 years away. So thought needs to be given now to just how much effort/time etc needs to be put in now.

Diane Burleigh

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