

# Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in  
Pirton Village Hall on 13 July 2023 at 7.45 pm**

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

**Present:**

Cllr J Rogers (Chair), Cllr D Burleigh, Cllr S Maple, Cllr N Rowe, Cllr A Stirling

**In attendance:**

Mr Edward Roberts (Parish Clerk)



**23-44 To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from Cllrs Goodman and Parkin and from District Cllr C Strong. Work commitments meant that Cllr Stirling did not arrive until 8.10pm.

**23-45 Public Participation**

One member of the public was present to speak in support of the grant application for Pirton Nature Reserve, Item 22-54.

**23-46 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 Burleigh as a member of Wild About Pirton and the Wrights Farm Working Group and Cllr Maple as a member of the PSSC.

**23-47 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 8 June 2023 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 8 June 2023, be approved as a true and accurate record of the proceedings and be duly signed.

**23-48 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 30 June 2023: Unity Trust Account £94,080.39
- b. It was **RESOLVED** that payments totalling 2112.68 as detailed on the monthly Finance Statement ([Appendix A](#)) be made.

**23-49 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 last 4 year's minutes had been taken to be bound in two volumes. Cost in 2019 had been £121.18. "No dog waste" stickers had been sourced and supplied to the street cleaner in an effort to stop people putting dog waste into the litter bins at the Recreation Ground.

Quotes had been sought from our current insurers and from BHIB and Zurich, as the Council's insurance agreement comes to an end on 30 September 2023.

Asset inspection packs were issued to Councillors for this year's inspections. It was agreed that the Recreation Ground, Sports Pavilion and the Tennis Courts/MUGA should form part of the annual inspection programme. It was acknowledged that faults or maintenance problems with these areas would normally be brought to the attention of the Council in a timely manner during the year.

**23-50 To receive the New Pavilion Working Group report.**

Cllr Maple had circulated the report (Appendix C). Delays in the project meant that it was now some 5-6 months behind the planned schedule. The key issue remained that of funding, although the Football Foundation had now suggested that the Council could apply for up to £350k.

It was intended to hold an informal meeting to discuss key principles regarding management arrangements, prior to formally agreeing any decisions on how the new pavilion should be managed.

Proposed by Cllr Burleigh and seconded by Cllr Rowe, that the proposed members and Chair of the New Pavilion Funding Working Group as detailed in Paragraph 8 of the report, be approved. **APPROVED** by all present.

**23-51 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh reported the deliberations of the Planning Working Group. The Clerk would submit the Council's comments to NHDC.
- b. To receive an update on Blakeney Homes. Nil
- c. To receive an update on West Lane Farm. Cllr Rowe had written to the planning officer and was awaiting a reply.
- d. To receive an update on Wright's Farm. Concerns had been raised regarding the overgrown nature of the footpaths. Cllr Burleigh would write to HCC to ask for them to be cut.

**23-52 To receive an update on Pirton road safety issues, including speed limits.**

The Council would comment further once the suggested 20mph scheme had gone out to public consultation.

**23-53 To receive an update from the Communications Working Group**

In the absence of Cllr Goodman, there was no report.

**23-54 To consider a grant application for £900 towards the maintenance of the Vicarage Nature Reserve.**

Further details of expenditure had been received by the Clerk and it appeared that most of the outgoings were for the employment of contractors to conduct clearance and maintenance work. It was explained that the work required this year on fences, trees and ditches would essentially be Phase 2, carrying on from last year's initial clearance.

Proposed by Cllr Burleigh and seconded by Cllr Rogers, that a grant of £900 be given to complete this phase of the Nature Reserve project. **AGREED** by all present.

**23-55 To agree to oay £225 + VAT, being 50% of the cost of spraying thistles on The Bury.**

Proposed by Cllr Burleigh and seconded by Cllr Maple, that a sum of £225 + VAT be paid as 50% of the cost of spraying the thistles on The Bury. **AGREED** by all present.

**23-56     To receive reports on the following:**

- a. Parish Paths Partnership (P3). Cllr Rowe had written to HCC since the last meeting asking for a progress report on Footpath 005 and had received no reply. He also wrote subsequently to inform Andrew Burton that someone had put a public footpath sign on the Recreation Ground entrance and asked for it to be removed. Cllr Rogers reported that more posts had been knocked down on the Driftway.
- b. S106 Projects. Nil.
- c. Village Environment. Cllr Burleigh would write a piece for the parish magazine regarding the dumping of goldfish into Blacksmiths Pond. An article in the next newsletter was also suggested.
- d. Bury Trust. The revisions to the management plan were hoped to be ready by next month, or September at the latest. The thistle spraying work had not yet been carried out and Cllr Maple reported that the cattle would have to be removed for two weeks following any spraying. Various other solutions were discussed and it was agreed that a working party should go out to cut as many thistles as possible in the very near future. Cllr Burleigh offered to dispose of the cuttings from this work. It was also suggested that an agronomist be contacted for their opinion and advice.
- e. Village Hall. Nil.

**23-57     To suggest items for the next meeting of the Parish Council to be held on Thursday, 10 August 2023 at Pirton Village Hall at 7.45 pm.**

Cllr Maple suggested the Bury Trust Management Plan should be an item.

**Meeting Closed: 9.30 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 30/06/2023

Cash in Hand 01/04/2023		66,699.36
<b>ADD</b>		
Receipts 01/04/2023 - 30/06/2023		35,133.96
		101,833.32
<b>SUBTRACT</b>		
Payments 01/04/2023 - 30/06/2023		7,752.93
<b>A Cash in Hand 30/06/2023</b>		<b>94,080.39</b>
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	30/06/2023	0.00
Pirton Parish Council Unity Trust	30/06/2023	94,105.39
		<b>94,105.39</b>
Less unrepresented payments		25.00
		94,080.39
Plus unrepresented receipts		
<b>B Adjusted Bank Balance</b>		<b>94,080.39</b>
<b>A = B Checks out OK</b>		

### Payments

Code	Date	Description	Supplier	Net	VAT	Total
Water	16/06/2023	Allotments Water	Castle Water	69.33		69.33
Bank Charges	30/06/2023	Bank Charges	Unity Trust Bank	18.00		18.00
Salary	13/07/2023	Salary	Edward Roberts (Clerk)	580.40		580.40
Room (Office Expenses)	13/07/2023	Expenses	Edward Roberts (Clerk)	30.00		30.00
Telephone	13/07/2023	Expenses	Edward Roberts (Clerk)	20.00		20.00
Stationery	13/07/2023	Expenses	Edward Roberts (Clerk)	61.41	12.29	73.70
Postage & Mileage	13/07/2023	Expenses	Edward Roberts (Clerk)	49.95		49.95
Street Cleaner	13/07/2023	No dog waste signs	Edward Roberts (Clerk)	18.00	3.60	21.60
Street Cleaner	13/07/2023	Street Cleaning	Tony Smart	245.40		245.40
Tax	13/07/2023	Tax & Employers NI	HMRC Clerk's Tax	145.00		145.00
Room Hire	13/07/2023	Room Hire	Village Hall	18.50		18.50
Village Greens	13/07/2023	Village Greens Grass	Andrew Burton	320.00		320.00
Dog Bins	13/07/2023	Dog Waste Bin	North Herts District Council (NHDC)	404.00	80.80	484.80
Countryside Development Agency (CDA)	13/07/2023	Annual Subscription	CDA Herts	36.00		36.00
				<b>2,015.99</b>	<b>96.69</b>	<b>2,112.68</b>

### Receipts

Code	Date	Description	Supplier	Net	VAT	Total
New Pavilion	12/06/2023	Donation	Penelope Picken	20.00		20.00
New Pavilion	13/06/2023	Donation	WG&LJ Low	20.00		20.00
New Pavilion	10/07/2023	Donation	Penelope Picken	16.00		16.00
				<b>56.00</b>		<b>56.00</b>

Signed: _____
Dated: _____

## Appendix B – Planning Applications

Reference	Detail
i 23/01310/FPH	<p><b>22 Cromwell Way, Pirton</b></p> <p><i>First floor side extension over existing extension and front porch extension</i></p> <p>Comments to Andrew Hunter by 12 July 2023 (Extended to 17 July)</p> <p><b>No overall objections, but parking should be looked at.</b></p>

## Planning Decisions (for information only)

Reference	Detail
<i>Nil</i>	

## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 13 July 2023**

1. The Working Group has met formally 20 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. The aim is that the QS will consider the cost estimate and options for saving costs w/c 17 th July. The output should be received w/c 24 th July.
4. An alternative quote for the soil sample has been obtained to seek to reduce the cost below the £6k quoted. The 2 nd quote is £6.33k. Some enquiries will be made of a third supplier to test the validity of these figures.
5. It is intended that the Stage 4 contract be signed c end August subject to PPC approval.
6. The effect of the delay in planning permission, and with the Stage 4, and overall cost pressures impact we are 5-6 months behind the planned schedule. The key issue that will drive the timescale remains the raising of all of the funds.

**Funding**

7. A meeting was held with the Football Foundation on 22 nd June. This was positive, and the FF suggested that we could apply for more than the £250k previously advised, but no more than £300-350k. If we do, the process will be more demanding and take longer. We have a further meeting planned on 31 st July to consider the QS cost information. The FF believe that our cost is high. They have provided a couple of comparator examples-one between £400 and £500k which isn't credible, and one between £800 and £900k which is similar.
8. The first formal meeting of the New Pavilion funding Working Group (NPfWG) was held on the 11 th July. Proposed members are Simon Maple, Diane Burleigh, Jill Rogers, Paul Shadbolt, Peter Cole and Rosemary Manders. Simon Maple was proposed as Chairman.
9. The NPfWG meeting focused on actions to apply for grants, and on identifying patrons and those that may donate in exchange for naming rights.

**Management arrangements**

10. The attached document seeks to identify issues that need to be considered for the management arrangements. Key principles that may be relevant are:
  - a. A constructive relationship for the management of the facilities
  - b. Specific management arrangements for pitches and pavilion
  - c. A financially viable management plan
  - d. Increased and open usage for villagers (and beyond)
  - e. Financial return/reduced costs reflecting loan costs
  - f. Meeting the FF requirements including tenure
11. 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
12. It is proposed that once the PPC has met to discuss key principles a joint meeting between PPC and PSSC be held consider management arrangements.



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. APPROVE the proposed members and Chair of the NPfWG.
- d. ARRANGE a meeting to discuss management arrangements

Simon Maple

### Attachment

#### **Recreation Ground and Pavilion management arrangements**

1. The purpose is to have satisfactory management arrangements of these PPC owned facilities.
2. The scope could be any or all of Pavilion, Car Park, Pitches, Play area, Zip Wire, MUGA.
3. The aim will be to promote and manage usage by sports clubs, groups/organisations, events, villagers, the public.
4. Given the substantial investment and reasons for replacing the pavilion it will be expected that usage should increase and should be available to all.
5. If we are successful with a Football Foundation grant there will be constraints to be accommodated.
6. Issues to be considered:
  - a. Finance arrangements
  - b. VAT
  - c. Services and charges
  - d. Maintenance/repairs of pavilion
  - e. Grass cutting
  - f. Hedge and tree maintenance
  - g. Pitch maintenance, marking etc
  - h. Litter, dog poo, rubbish management
  - i. Ditch maintenance
  - j. Rabbits, wildlife
  - k. Behaviour of users
  - l. Noise
  - m. Access maintenance
  - n. Insurance, liabilities
  - o. Safeguarding
  - p. Accounting – with external auditing
  - q. Publicity
  - r. Tenure (FF suggest 10 years?)
7. Management arrangement options:
  - a. License
  - b. Lease
  - c. Agreement/contract
8. PSSC Legal entity options
  - a. Company limited by guarantee/limited by shares
  - b. Community interest company limited by guarantee/limited by shares
  - c. Charity
  - d. PPC Committee
  - e. Club – Private members, Registered society, unincorporated association. Personal liability insurance for committee?
9. Relationship with PSSC/clubs – regular reports to the PPC, accounts
10. Reporting
11. Direct PPC legal arrangement with eg Football club?

PIRTON PARISH COUNCIL

MINUTES: 13 July 2023

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

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