

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 14 September 2023 at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

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

In attendance:

Mr Edward Roberts (Parish Clerk)

23-74 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from Cllrs Burleigh, Maple and Stirling.

23-75 Public Participation

Two members of the public and District Cllr C Strong were present. The main matter of concern was the planning application submitted for the barn at West Lane Farm. Cllr Rowe had already drafted a response and agreed to add further comments objecting to the application.

As Cllr Strong had to leave to attend another meeting, other planning matters, including the Water Tower and Wrights Farm were also discussed.

23-76 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 and the Wrights Farm Working Group, and Cllr Parkin as a member of the Wrights Farm Working Group.

23-77 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 10 August 2023 as a true and accurate record.

It was **RESOLVED** that the minutes of the Council Meeting held on 10 August 2023, be approved as a true and accurate record of the proceedings and be duly signed.

23-78 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as at 31 August 2023: Unity Trust Account £90,488.54
- b. It was **RESOLVED** that payments totalling £5476.08 as detailed on the monthly Finance Statement ([Appendix A](#)) be made.

23-79 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 had been completed with no comments. The relevant paperwork had been displayed on the noticeboard and website.

PIRTON PARISH COUNCIL

MINUTES: 14 September 2023

Signed: _____

Dated: _____

The VAT reclaim for April – August had been submitted in the sum of £355.77 and the second tranche of the precept and CTRS grant had been received from North Herts Council.

The loan approval had been chased in an email on Monday, but to date no reply had been received. Similarly, the archaeological report had been chased up but again, no reply had yet been received.

23-80 To agree to renew the Council's insurance with Gallagher's on a 3-year arrangement at an initial annual cost of £2703.81.

The Clerk gave a brief overview of the renewal. Proposed by Cllr Rogers and seconded by Cllr Goodman, that the Council renew their insurance with Gallagher on a 3-year agreement at an initial annual cost of £2703.81. **AGREED** by all present.

23-81 To receive the New Pavilion Working Group report.

Cllr Maple had circulated the report (Appendix C). In his absence, Cllr Goodman read through the report. The following actions were **APPROVED** by all present.

- a. APPROVE the quotations (£5173 for Simon Knight architects and engineers and £1895 for an updated cost estimate) for design work on a squarer design that will reduce costs. Proposed by Cllr Parkin, seconded by Cllr Rogers.
- b. APPROVE a 12-month delay to the programme. Proposed by Cllr Rogers, seconded by Cllr Rowe.
- c. APPROVE the work up of the details for the formation of a charity to raise funds for the pavilion. Proposed by Cllr Rowe, seconded by Cllr Goodman.
- d. APPROVE a request to NHDC for a 12 month delay in drawing down the £50k grant. Proposed by Cllr Parkin, seconded by Cllr Goodman.
- e. APPROVE the proposed acquisition of two storage containers, and the preparation of planning permission or equivalent based on a temporary arrangement. Proposed by Cllr Rowe, seconded by Cllr Rogers.

23-82 Planning.

- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh had circulated her draft response for the Water Tower and Cllr Rowe his initial draft for the barn at West Lane Farm. This would be further refined and passed to the Clerk.
- b. To receive an update on Blakeney Homes. Cllr Rowe reported that the conversion at 2 Cotman End had been completed but the parking area had not been done. All present agreed that he should look into this.
- c. To receive an update on West Lane Farm. As above and 23-75.
- d. To receive an update on Wright's Farm. HCC had initiated a consultation and it was agreed that a meeting with them would be beneficial. The proposed development lacked detail and left a number of questions unanswered.

23-83 To receive an update on Pirton road safety issues, including speed limits.

Public consultation on the 20mph was still live and there had been a very good level of response. There was no time line for the conclusions to be published.

23-84 To receive an update from the Communications Working Group

Cllr Goodman reported that she hoped to have a meeting in October to start the review of the pirton.org website.

23-85 To discuss the next newsletter.

Various topics for inclusion were discussed and offered, including the usual welcome from Cllr Rogers, new pavilion updates and a report on the Community Action Day. It was ultimately agreed that the newsletter should major on the new pavilion and the way ahead.

- 23-86 To agree microchalk treatment of Blacksmiths Pond at a cost in line with the quotation received from Fishkit Ltd.**
Proposed by Cllr Rogers and seconded by Cllr Rowe, that a sum not to exceed £560 should be spent on the microchalk treatment of Blacksmiths Pond.
- 23-87 To agree to delegate to Wild About Pirton possible solutions to the goldfish problem in Blacksmiths Pond.**
Cllr Goodman stated that Wild About Pirton were happy to take on the task of eradicating the goldfish from Blacksmiths Pond and would investigate the options available.
- 23-88 To agree tasks for the next Community Action Day on 15 October.**
Cllr Goodman had circulated an email outlining the tasks for the day. The routine would be as previously established. Proposed by Cllr Parkin and seconded by Cllr Rogers, that a sum not to exceed £300 should be spent on a cordless sander to facilitate tasks such as sanding the wooden benches and the rail alongside Blacksmiths Pond. Cllr Rowe would action this.
- 23-89 To consider the latest draft of the Bury Trust Conservation Management Plan.**
This item was held over to October.
- 23-90 To review and approve the following Council documents:**
a. Doc 008 Allotment Tenancy Rules
b. Doc 012 Discipline Procedures
c. Doc 013 Grievance Procedures
Cllr Rowe suggested a change of wording regarding the use of pesticides in allotments and this will be incorporated. The Council was assured by the Clerk that the documents on Discipline and Grievance adequately covered the topics as laid down on the ACAS website.
- 23-91 To receive reports on the following:**
a. Parish Paths Partnership (P3). Cllr Rowe was still pursuing the matter of Footpath 005 but had not received a response to his previous communications.
b. S106 Projects. The report on the village hall stated that S106 monies of £5200 had been used to finance the tarmac repair at the side of the hall. Some concern was expressed at this, as it was unclear where this money had come from. Any expenditure that had the potential to remove monies from the new pavilion total needed to be watched. Clarification was required on this from NHDC.
c. Village Environment. Cllr Parkin reported that work would soon commence on Wood Lane to cut back the overgrown hedges by a registered contractor. Cllr Rogers had done her annual walk round the village with the tree warden and as a result, a number of dead trees and branches would be removed. Low branches had been trimmed at the Recreation Ground and the footpaths had been strimmed.
d. Bury Trust. Nil
e. Village Hall. Cllr Parkin had submitted her report which covered a number of topics, including a change of treasurer and a probable rise in the room hire fees.
- 23-92 To suggest items for the next meeting of the Parish Council to be held on Thursday, 12 October 2023 at Pirton Village Hall at 7.45 pm.**
Cllr Rowe suggested that a preliminary look at the precept for the next financial year would be useful prior to the budget meeting in November.

Meeting Closed: 10.05pm.

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 31/08/2023

Cash in Hand 01/04/2023		66,699.36
ADD		
Receipts 01/04/2023 - 31/08/2023		36,191.56
		102,890.92
SUBTRACT		
Payments 01/04/2023 - 31/08/2023		12,402.38
A Cash in Hand 31/08/2023		90,488.54
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	31/08/2023	0.00
Pirton Parish Council Unity Trust	31/08/2023	90,488.54
		90,488.54
Less unrepresented payments		90,488.54
Plus unrepresented receipts		
B Adjusted Bank Balance		90,488.54
A = B Checks out OK		

Signed: _____
Dated: _____

Payments

Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
Audits	14/08/2023	External Audit	PKF Littlejohn	S	315.00	63.00	378.00
Groundsman	14/09/2023	Groundsman Duties	Steve Kitchiner	Z	700.00		700.00
Salary	14/09/2023	Salary	Edward Roberts (Clerk)	Z	580.20		580.20
Room (Office Expenses)	14/09/2023	Expenses	Edward Roberts (Clerk)	Z	30.00		30.00
Telephone	14/09/2023	Expenses	Edward Roberts (Clerk)	Z	20.00		20.00
Stationery	14/09/2023	Expenses	Edward Roberts (Clerk)	Z	20.00		20.00
Postage & Mileage	14/09/2023	Expenses	Edward Roberts (Clerk)	Z	49.95		49.95
Street Cleaner	14/09/2023	Street Cleaning	Tony Smart	Z	171.93		171.93
Tax	14/09/2023	Tax & Employers NI	HMRC Clerk's Tax	Z	145.20		145.20
Room Hire	14/09/2023	Room Hire	Village Hall	Z	37.00		37.00
Village Greens	14/09/2023	Village Greens Grass	Andrew Burton	Z	640.00		640.00
Insurance	14/09/2023	Insurance renewal	Gallagher Insurance	Z	2,703.80		2,703.80
Total					5,413.08	63.00	5,476.08

Receipts

Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
New Pavilion	18/08/2023	Donation	Judith Wetherill	Z	40.00		40.00
New Pavilion	29/08/2023	Donation	Vanessa Cole	Z	371.00		371.00
Miscellaneous	05/09/2023	Bury Trust Insurance	Bury Trust	Z	118.70		118.70
Grants	11/09/2023	CTRS Second Payment	North Herts District Council (NHDC)	Z	400.18		400.18
Precept	11/09/2023	Precept Second Payment	North Herts District Council (NHDC)	Z	27,099.82		27,099.82
Total					28,029.70		28,029.70

Signed: _____	
Dated: _____	

Appendix B – Planning Applications

Reference	Detail
i 23/01857/PNR	<p>West Lane Farm, West Lane, Pirton</p> <p><i>Prior Approval Class R Agric to Flex Use : Change of Use of agricultural building to offices</i></p> <p>Comments to Ben Glover by 10 September 2023 (extended to 15 September)</p> <p>Object on a number of grounds.</p>
ii 23/01309/FP	<p>Pirton Water Tower, Priors Hill, Pirton</p> <p><i>Installation of 21m high telecom mast prior to demolition of existing redundant water tower.</i></p> <p>Comments to Vicki Wood by 16 September 2023 (extended to 18 September)</p> <p>Object on a number of grounds.</p>
iii	

Planning Decisions (for information only)

Reference	Detail
23/01658/FPH	<p>11 Royal Oak Lane, Pirton</p> <p><i>Single storey rear extension. Insertion of dormer window to existing rear roofslope following removal of rear chimney</i></p> <p>Permission granted 30 August 2023</p>
23/01579/FPH	<p>8a High Street, Pirton</p> <p><i>Single storey front extension</i></p> <p>Permission granted 5 September 2023</p>

<p>Signed: _____</p> <p>Dated: _____</p>
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Appendix C - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 14 September 2023

2. The Working Group has met formally 22 times to date.
 3. The QS contract paperwork was signed by both parties.
 4. The cost estimate by the QS shows a construction/demolition cost of c£1.3m, and with fees etc. a total cost of c£1.5m.
 5. The value engineering exercise has resulted in 2 key options:
 - Revisions to the existing design – Flat roofs at each end (over changing rooms and kitchen bar; Slimmed down external works; Reduced M+E; brick cladding except for central section. This is estimated to reduce the cost by c£240k to £1.06m construction/£1.26m total.
 - A squarer design which reduces the circulation area, and size of roof. This could have flat or pitched roof. The high-level estimate for this with a flat roof is £900k construction/£1.1m total, which is consistent with our plans, but the cost may be optimistic. The areas may need some alteration as
 - Both options would require a resubmission of planning permission, and additional design and QS work.
 6. The working group recommends working up the squarer option to a level where we are confident of the price. Quotes have been requested for this, and if they arrive in time for the PPC meeting, PPC is requested to approve them.
 7. The quote will also cover the closing out of:
 - Whether drainage can use the ditch, or not
 - Whether cheaper heating alternatives are viable
 - Whether the cheaper soil survey quote that we have is viable (£3.2k cf £6k). We can then initiate the survey
 8. In view of the cost challenge, the need to consider design changes and the time that it will take to raise additional funding the NPWG is recommending a delay of 12 months to the programme.
- Funding**
9. The number of grants that we can apply for is restricted as we are not a charity.
 10. Having a charity would also increase the likelihood of obtaining significant sponsorship.
 11. The NPWG requests PPC approval for the formation of a charity, whose sole purpose would be to raise funds for the new pavilion (money raised to be transferred to the PPC).
 12. This seems to be a relatively straightforward 6 step process:
 - Find trustees – normally at least 3
 - Determine the charitable purposes for the public benefit
 - Choose a name – Pirton pavilion?
 - Choose a structure (1 of 4 options)
 - Create a governing document – templates and examples are available
 - Register as a charity
 13. A further meeting with the Football Foundation was held 5th September. Discussions remain positive, and we plan to apply for £400k rather than the £250k previously assumed. The process will be longer, and the hurdles will be higher. The key areas will be:
 - Demonstrating value for money (rather than aesthetics)
 - Increasing involvement by women and girls (some good progress made on this)
 - Increasing cultural diversity of users (this may be difficult)
 - Increasing use by people with disabilities (we need to think of ways to do this – very limited opportunities for football)

In line with the proposed 12-month programme delay we have put back the grant submission from October 2023 to October 2024 (decision by Jan 25). It was noted that this is the last round under the current funding agreement and although the FF believe that there is little risk, it is possible that funding priorities could change in the next round (this could of course improve or reduce our chances).
 14. Fund raising events:
 - The Signed Luton football raised £371 for the Art for the Pavilion.

A tennis match between the cricket and tennis clubs was held on the 8th September.

Fox Hat are playing a fund-raising gig on 21st October – please encourage people to come down for this, with no entrance fee.

A Burn's night supper is being planned for January

Football teams have raised c£1100 to date

15. A stall was organised by Peter Cole at the car rally on the 17th August to promote the new pavilion, and seek to raise funds. Feedback was that there was no surprise with the increasing costs, and a desire for us to proceed and build it.
16. The proposed Christmas card with our Architect's impression of the new building, with snow and Father Christmas with sleigh and reindeers, is on hold as the pavilion design may change.
17. PPC is requested to approve a request to NHDC to allow a 12-month delay to our taking up of the £50k grant, which currently requires us to start drawing down money in Dec 2023. There is a risk that we could lose this money.

Management arrangements

18. A meeting was held on the 7th September between the PPC and PSSC to consider management arrangements for the new pavilion. The meeting was very positive and there was a lot of common ground. Next steps were identified.

Storage

19. The Football Foundation will potentially provide a 75% grant towards containers for storage (independent of our pavilion grant application). The PSSC have proposed that they would organize the acquisition of two 20-foot containers to be positioned in the corner of the car park by the playground, and ditch. One would be for PPSC equipment, and one for the Football Club.
20. It is proposed that at least one would be a new container.
21. A local farmer believes that he will be able to transport them onto site and into position.
22. There would still be a requirement for further storage, near the tennis courts/MUGA for the cricket club, and possibly further football club storage.
23. The Football Foundation would require planning permission or equivalent to provide a grant, and PSSC would prepare this, if PPC approves.
24. PPC had requested consideration of alternative locations to avoid the loss of 2 parking spaces. Alternatives have been considered, particularly between the pavilion and the storage shed, but these would have to be moved as soon as work starts on demolition. The best temporary option appears to be as recommended. Once the pavilion design is finalised, they can be moved to an alternative location.
25. The floor in the storage is rotting and it is urgent that an alternative is found. PPC is requested to approve the approval based on a temporary location in the corner by the playground.
26. 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 quotations for design work on a squarer design that will reduce costs.
 - d. APPROVE a 12-month delay to the programme.
 - e. APPROVE the work up of the details for the formation of a charity to raise funds for the pavilion.
 - f. APPROVE a request to NHDC for a 12 month delay in drawing down the £50k grant.
 - g. APPROVE the proposed acquisition of two storage containers, and the preparation of planning permission or equivalent based on a temporary arrangement.

Simon Maple