

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 9 November 2023 at 7.45 pm**

www.pirtonparishcouncil.org.uk

Present:

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

In attendance:

Mr Edward Roberts (Parish Clerk)

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**23-111 To receive and accept apologies for absence.**

No apologies for absence had been received.

**23-112 Public Participation**

County and District Cllr D Barnard, a representative from North Herts Council and one member of the public were present. District Cllr C Strong arrived at 9.15pm.

Matters raised from the floor were the planning application for the barn at West Lane Farm and the proposed 20mph speed limit.

On West Lane Farm, points were made on asbestos contamination of the surrounding ground and its presence in the barn, the square footage of the proposed office development and the ultimate legality of the application in its present form.

Item 23-119 was brought forward in order to allow Cllr Barnard to deal with the matter before having to leave. Proposed by Cllr Burleigh and seconded by Cllr Rogers, that the Parish Council agrees to move forward with the original Option 1 under the 20mph scheme, to include West Lane, Shillington Road and Holwell Road, while regretting that more appropriate traffic calming measures could not be implemented. One member of the Council abstained, while the others present were in favour.

Cllr Barnard would take this decision back and pass it on to the relevant department.

Laura Hartley from North Herts Council introduced herself as the new Community Partnerships Officer for this area and outlined the schemes in her remit.

**23-113 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, Cllrs Burleigh and Parkin as members of the Wrights Farm Working Group and Cllr Maple as a member of the PSSC.

**23-114 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 12 October 2023 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 12 October 2023, be approved as a true and accurate record of the proceedings and be duly signed.

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**23-115 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 October 2023: Unity Trust Account £110,059.24
- b. It was **RESOLVED** that payments totalling £5729.35 as detailed on the monthly Finance Statement (Appendix A) be made.

**23-116 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 Local Government pay award had now been implemented and that his monthly rate would rise by £1.00 to £14.95, backdated to 1 April 2023. Arrears would be claimed with next month's salary.

He confirmed that the loan approval letter (for £300,000) had been received from the DLUHC.

A cheque for £35.00 would be sent to the Royal British Legion Poppy Appeal for the Remembrance Day wreath.

The missing bin at the Great Green bus stop had been reported directly to Urbaser, but no reply had been received. He would keep chasing this. Similarly, nothing had been received from Herts County Council regarding an agreed meeting over Wrights Farm. Again, this would be chased.

Following consultation, it was thought that the trees overhanging the footpath from High Street to Little Lane were a HCC Highways responsibility, rather than a Parish Council one. Clarity will be sought on this and a letter sent to Highways.

**23-117 To receive the New Pavilion Working Group report.**

Cllr Maple had circulated the report (Appendix C). He went through the points, highlighting those of importance. The working group had recommended that the Council increases the precept to service a £400k loan to provide cash flow and contingency for the project.

**23-118 Planning.**

- a. To consider Planning Applications (as in Appendix A). Draft responses were suggested by Cllrs Burleigh and Rowe. These were agreed and would be forwarded to the Clerk.
- b. To receive an update on Blakeney Homes. Cllr Rowe had written regarding the garage conversion at Cotman End and had been told that the work had not yet been completed. This was in regard to the extra parking space required.
- c. To receive an update on West Lane Farm. This had largely been covered in the Public Participation session.
- d. To receive an update on Wright's Farm. Cllr Parkin had submitted a FOI request but had been told that HCC did not have all the necessary documents. It is probable that they will obtain the details required under the FOI request.

**23-119 To receive an update on Pirton road safety issues, including speed limits.**

This had been covered under Public Participation by Cllr Barnard.

**23-120 To receive an update from the Communications Working Group**

Cllr Goodman had circulated her report, but there was little to update.

**23-121 To finalise the next newsletter.**

Cllr Maple had received contributions and would draft a piece on the way forward for the new pavilion.

**23-122 To confirm the following as trustees of the John Hammond Charity Trust.**

Peter Cole  
 Pam waters  
 Ann Wilshere  
 Sarah Eva

Proposed by Cllr Burleigh and seconded by Cllr Goodman, that the above be confirmed as trustees of the John Hammond Charity Trust. Agreed by all present.

**23-123 To consider the latest draft of the Bury Trust Conservation Management Plan.**

The draft had been circulated and some comments received. Cllr Burleigh suggested that the need for Historic England consent to works on the ground should be included and that the grazier should not be named in person. It was considered that the document looked very good.

**23-124 To approve the strategy and spend for the next phase of the new pavilion development.**

Cllr Maple had circulated this document (Appendix D). He highlighted the various points.

The Council unanimously **APPROVED** the following:

a. The transfer of £19,000 originally allocated to service the PWLB loan for 2023-24 from Council Expenses/PWLB to Project Pots/Sports Pavilion. No loan will be taken this financial year, allowing this money to support new pavilion expenditure.

b. Funding of £9550 + VAT for the revised design and planning permission amendment.

**23-125 To discuss the draft MoU produced by the Pirton Sports & Social Club and to respond to the Chairman’s questions posed in his email of 20 October 2023.**

It was considered that the draft document blended both old and new concepts with high and low level information. Cllr Maple agreed to draft a new high level version, omitting low level detail and concentrating on what affected the new pavilion. It was emphasised that the MoU should show the “direction of travel” and be an assurance that the relationship with the Sports & Social Club should continue. It should be a statement of intent.

**23-126 To discuss the proposal for the formation of a Recreation Ground charity.**

It was agreed that a Charitable Incorporated Organisation (CIO) was probably the best way forward and the members present agreed that the name should be the Pirton Recreation Ground Trust.

**23-127 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Nil
- b. S106 Projects. Nil
- c. Village Environment. Cllr Goodman had circulated a report detailing progress on various aspects of Blacksmiths Pond, including recent microchalk treatment to improve the water quality. She also covered tree works required, bin collections and the goldfish problem. She suggested creating a management plan for the pond.
- d. Bury Trust. Cllr Goodman reported that the annual walk round by the trustees would take place at the weekend. A donation had been received which would help with necessary repairs.
- e. Village Hall. Nil

**23-128 To suggest items for the next meeting of the Parish Council to be held on**

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**Thursday, 14 December 2023 at Pirton Village Hall at 7.45 pm.**

It was agreed that any items should be sent to the Clerk.

**Meeting Closed: 9.57pm.**

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

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

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

Appendix D – New Pavilion Strategy Paper

Appendix A – Monthly Finance Statement

## Pirton Parish Council

### Bank Reconciliation at 31/10/2023

|                                   |            |                   |
|-----------------------------------|------------|-------------------|
| Cash in Hand 01/04/2023           |            | 66,699.36         |
| <b>ADD</b>                        |            |                   |
| Receipts 01/04/2023 - 31/10/2023  |            | 66,109.69         |
|                                   |            | 132,809.05        |
| <b>SUBTRACT</b>                   |            |                   |
| Payments 01/04/2023 - 31/10/2023  |            | 22,749.81         |
| <br>                              |            |                   |
| <b>A Cash in Hand 31/10/2023</b>  |            | <b>110,059.24</b> |
| (per Cash Book)                   |            |                   |
| <br>                              |            |                   |
| Cash in hand per Bank Statements  |            |                   |
| Petty Cash                        | 31/10/2023 | 0.00              |
| Pirton Parish Council Unity Trust | 31/10/2023 | 110,059.24        |
|                                   |            | <b>110,059.24</b> |
| <br>                              |            |                   |
| Less unrepresented payments       |            | 110,059.24        |
| <br>                              |            |                   |
| Plus unrepresented receipts       |            |                   |
| <br>                              |            |                   |
| <b>B Adjusted Bank Balance</b>    |            | <b>110,059.24</b> |
| <br>                              |            |                   |
| <b>A = B Checks out OK</b>        |            |                   |

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## Payments

| Code                   | Date       | Description                       | Supplier               | Net             | VAT           | Total           |
|------------------------|------------|-----------------------------------|------------------------|-----------------|---------------|-----------------|
| Website/IT             | 09/11/2023 | Website Hosting                   | TEEC                   | 129.99          | 26.00         | 155.99          |
| Stationery             | 09/11/2023 | Expenses                          | Edward Roberts (Clerk) | 23.29           | 4.67          | 27.96           |
| Street Cleaner         | 09/11/2023 | Litter Bin Liner                  | Edward Roberts (Clerk) | 46.30           | 9.26          | 55.56           |
| Pond Maintenance       | 09/11/2023 | Blacksmiths Pond Water Treatment  | Fishkit Ltd            | 420.00          | 84.00         | 504.00          |
| Sports Pavilion        | 09/11/2023 | New Pavilion Archaeology          | Minerva Archaeology    | 470.00          | 94.00         | 564.00          |
| Sports Pavilion        | 09/11/2023 | Ground Investigation New Pavilion | EPS                    | 2,232.50        | 446.50        | 2,679.00        |
| Salary                 | 09/11/2023 | Salary                            | Edward Roberts (Clerk) | 591.55          |               | 591.55          |
| Tax                    | 09/11/2023 | Tax & Employers NI                | HMRC Clerk's Tax       | 147.80          |               | 147.80          |
| Room (Office Expenses) | 09/11/2023 | Expenses                          | Edward Roberts (Clerk) | 30.00           |               | 30.00           |
| Telephone              | 09/11/2023 | Expenses                          | Edward Roberts (Clerk) | 20.00           |               | 20.00           |
| Postage & Mileage      | 09/11/2023 | Expenses                          | Edward Roberts (Clerk) | 12.15           |               | 12.15           |
| Training               | 09/11/2023 | Councillor Training               | HAPTC                  | 45.00           |               | 45.00           |
| General Maintenance    | 09/11/2023 | Cordless Sander                   | Nick Rowe              | 145.47          |               | 145.47          |
| Community Day          | 09/11/2023 | Paint and Teak oil                | Nick Rowe              | 108.76          |               | 108.76          |
| Room Hire              | 09/11/2023 | Room Hire                         | Village Hall           | 18.50           |               | 18.50           |
| Training               | 09/11/2023 | Councillor Training               | HAPTC                  | 90.00           |               | 90.00           |
| Village Greens         | 09/11/2023 | Village Greens Grass              | Andrew Burton          | 320.00          |               | 320.00          |
| Street Cleaner         | 09/11/2023 | Street Cleaning                   | Tony Smart             | 213.61          |               | 213.61          |
| <b>Total</b>           |            |                                   |                        | <b>5,064.92</b> | <b>664.43</b> | <b>5,729.35</b> |

## Receipts

| Code         | Date       | Description        | Supplier           | Net             | Total           |
|--------------|------------|--------------------|--------------------|-----------------|-----------------|
| Tennis Club  | 24/10/2023 | Tennis Club Rental | Pirton Tennis Club | 1,553.66        | 1,553.66        |
| New Pavilion | 06/11/2023 | Donation           | K L Oxbrow         | 10.00           | 10.00           |
| <b>Total</b> |            |                    |                    | <b>1,563.66</b> | <b>1,563.66</b> |

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Appendix B – Planning Applications

| Reference              | Detail                                                                                                                                                                                                                                                        |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>23/02422/PNR</b>  | <p><b>West Lane Farm, West lane, Pirton</b></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 12 November 2023</p> <p><b>Objections sent on several grounds</b></p> |
| ii <b>23/02523/FPH</b> | <p><b>4 Hambridge Way, Pirton</b></p> <p><i>Single storey rear extension and alterations to fenestration</i></p> <p>Comments to Ben Glover by 25 November 2023</p> <p><b>No objections to this application</b></p>                                            |
| iii                    |                                                                                                                                                                                                                                                               |

**Planning Decisions** (for information only)

| Reference             | Detail                                                                                                                                                                                            |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>23/01970/FPH</b> | <p>1 West Lane, Pirton</p> <p><i>Two storey side and single storey rear extension following demolition of existing single storey side extension</i></p> <p>Permission granted 31 October 2023</p> |
| ii                    |                                                                                                                                                                                                   |

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Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 9 November 2023**

1. The Working Group has met formally 24 times to date.

Design

2. Alternative designs had been considered to reduce the cost. Details to be included in the separate paper on strategy.
3. The soil and services surveys required a couple of minor changes, and would then be contracted. [Post meeting note – a reduction of £150 was made to take out duplication for the soil survey, and the access road was included in the services survey at no additional cost.]
4. A number of design issues are still outstanding and we need to close them out, in particular:

Drainage – can we drain into the ditch?

Heating – Air source heat pumps, gas, electricity

Plant room size – Dependent on heating solution

The working group believes that electric heating may be the best solution.

5. A meeting with the architect and M+E engineers has been arranged for the 14 th November to seek to move forward with the detailed design.
6. A meeting will be requested with the drainage engineer to seek to conclude the issue of drainage into the ditch.
7. Assuming that the strategy is agreed funding will be required to achieve revised planning permission.
8. The Written Scheme of Investigation for archaeology has been received. It requires two 2m wide trenches to be dug, of unspecified depth. One of 10m length and one of 25m length. Also monitoring of the removal of concrete foundations. The document has been forwarded separately.

Funding

9. With the increase in interest rates an increased precept would be required to cover the £300k loan. The working group recommend that the PPC also consider increasing the precept to support a £400k loan with the increased amount to provide cash flow and contingency in the event that other fund raising has not raised enough money quickly enough. Details to be provided in the separate strategy paper.
10. Proposals regarding the creation of a charity that would support fundraising will be covered in a separate PPC agenda item.
11. A further meeting with the Football Foundation is to be held on 16 th November (moved from 9 th November at FF’s request). Discussions remain positive, and we are considering the request for more than the £250k previously assumed. This will be dependent on the cost and design of the revised scheme. 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 elderly and people with disabilities.

Demonstrating Multi Sport Offer.

2024 is the last year for the current Foundation funding agreement and it is possible that funding priorities could change after this. Ideally, therefore, we would avoid that risk if possible, and apply by the final October 2024 funding round.

12. Given that we are commencing physical works with 4m bore holes, and demolition of the store building in due course it is recommended that we seek to commence drawdown of the NHDC £50k grant.

Fund raising events:

13. Fox Hat played a fund-raising gig on 21 st October. A Burn's night supper is planned for 26th January 2024 and tickets are now available. The Football teams are holding a Quiz Night on 18 th November. The PSSC held a very successful Fireworks event which raised over £12k.

14. 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 until the pavilion design is completed.

Management arrangements

15. A separate agenda item will discuss the draft PPC/PSSC Memorandum of Understanding.

16. 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

Appendix D – New Pavilion Strategy Paper

**NPWG pavilion strategy proposal to PPC 9 th November 2023**

1. The estimated cost of the new pavilion had increased to c£1.5m, largely as a result of substantial building cost inflation.
2. A base level of funding is assumed to be £1m:

S106 £180k  
 FF £250k  
 PPC loan £300k  
 NHDC £50k  
 Fund raising to date £22k  
 PSSC £60k  
 Football club £5k  
 Cricket club £5k  
 Total £872k  
 Further fund raising £128k  
 Base funding £1m

3. Redesign options have been investigated, both to reduce the size, and reduce the build cost. A squarer design is proposed, which reduces the wasted circulation area by 50%, and reduces the length of perimeter walls. Further size reductions affect the functionality, but will be required if we are to achieve a £1m cost. Primarily this is removal of the fitness studio/meeting room, and lobby.
4. The design elements that will reduce build cost are:

Roof design  
 Brick rather than timber cladding  
 Reduced glass area  
 Gas or electric heating rather than air source heat pumps  
 Simplified lighting system  
 Reduced external works

5. The revised design will also allow cost saving by:

Avoidance of cricket pitch costs  
 Hopefully keeping the existing pavilion operational during build  
 Possibly deferring demolition of the existing pavilion raft

6. Without the extra room, (and therefore reduced overall lounge area) and the lobby, it may be possible to reduce the build cost to c£884k, with fees of c£110k (£45k stage 4, £47k stage 5/6, £18k redesign), so c£1m total.
7. The aim would be to allow later addition of the extra room and lobby when finances allow. The additional cost for these is c£120k, so £248k extra funding required.
8. In terms of planning permission, it is believed to be better to apply for permission for the larger building and amend the plans for the reduced footprint if that is all that funding allows, rather than apply for the reduced footprint, and amend for the larger building if/when funding allows.
9. If an application for permission is made within a year of our existing permission (Feb 2023) it appears that there will be no charge for this first amendment.
10. A sketch of the initial revised design is attached.

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11. There remain some detailed design issues to resolve, particularly heating and ventilation that will affect the cost. The amount of plant room/space is affected by this choice which affects building size and therefore cost.

12. We also need confirmation or otherwise that we will be able to use the ditch for drainage.

13. Subject to discussions with the engineers (scheduled for 14th November), the working group believe that electric heating may be the best option.

14. The cost of the design revision to RIBA stage 3 to seek amended planning permission is:

Architects £4,000+VAT  
 M+E engineers £1,800 +VAT  
 Drainage £3,250 +VAT  
 Contingency £500  
 Total £9,550 +VAT

15. The redesign cost to RIBA stage 2 including a revised cost estimate was authorized in September.

16. Because of the 12-month programme delay, the £18.6k precept allowance for the pavilion will not be required to service the loan this year, which provides funding headroom.

17. To achieve a grant funding submission to the Football Foundation by October 2024 we will need to have completed the revised design, achieved planning permission and received tenders for construction cost by September 2024. To achieve this, we will need to apply for planning permission by about the end of 2023.

18. We will also, of course, need to have raised the additional funding by September 2024. The Working Group believe that the PPC should allow for provision of a further £100k loan to cover cash flow, late receipt of grants, other fundraising. We will be seeking a FF grant in excess of the £250k that is assumed in the figures above, but we may not succeed in achieving as much as we would like. An increase of the precept in 2024 (as in 2023) doesn't commit any of the money until we actually draw down a loan. This is a discussion that will be required at the annual budget meeting on 16 th November.

19. 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 strategy for revising the design and seeking amended planning permission.
- d. APPROVE funding of £9,550 + VAT for the revised design and planning permission amendment.

Simon Maple

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