

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 14 March 2024 at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

Cllr J Rogers (Chair), Cllr D Burleigh, Cllr S Maple, Cllr M Parkin

In attendance:

Mr Edward Roberts (Parish Clerk)

23-180 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from Cllrs Goodman and Rowe. Cllr Stirling did not attend.

23-181 Public Participation

One member of the public attended as an observer.

23-182 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, Cllrs Burleigh and Parkin as members of the Wrights Farm Working Group and Cllr Maple as a member of the PSSC.

23-183 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 8 February 2024 as a true and accurate record.

It was **RESOLVED** that the minutes of the Council Meeting held on 8 February 2024, be approved as a true and accurate record of the proceedings and be duly signed.

23-184 To confirm and sign the Minutes of the Parish Council Extraordinary Meeting held on Monday 4 March 2024 as a true and accurate record

It was **RESOLVED** that the minutes of the Extraordinary Council Meeting held on 4 March 2024, be approved as a true and accurate record of the proceedings and be duly signed.

23-185 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as at 29 February 2024: Unity Trust Account £88,786.94
- b. It was **RESOLVED** that payments totalling £9290.38 as detailed on the monthly Finance Statement ([Appendix A](#)) be made.

23-186 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 confirmation of the precept for 2024-25 had been received. The Parish Council would receive the full £63,000 asked for. The internal audit would take place on

PIRTON PARISH COUNCIL

MINUTES: 14 March 2024

Signed: _____

Dated: _____

26 April, meaning that the Annual Governance and Accounting Statements would be signed at May’s meeting.

The quote for the new grass cutting contract at the Recreation Ground would be considered under item 23-191.

The Clerk had contacted Setter about the conclusions of the annual play area inspections. They had done some rectification work on the basket swing and provided a quote for repairs to the zip wire. Item 23-192 refers.

The public notice for the Council’s application to register the green space at Colemans Close as a village green had been published on 22 February. This would be open until 12 April. The Clerk noted that it had taken 4 years to get to this point.

23-187 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, including the proposed creation of Phase 2 and 3 works to follow the main construction. This would allow fundraising to continue for a longer period, deferring these fit out costs. All the funding required has to be identified by the end of September in order to be able to apply for the last round of the Football Foundation grants under the current arrangements.

Cllr Burleigh agreed to obtain a timescale for the formation of a Recreation Ground Charity from Sally Hopwood, the solicitor being contracted for this work.

Proposed by Cllr Burleigh and seconded by Cllr Rogers, that a sum not to exceed £770 be spent to support a grant application to the John Apthorp Charity. **AGREED** by all present.

23-188 Planning.

- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh ran through the applications. More information was needed, particularly on archaeology, for 24/00198/FP and she would contact the planning officer.
- b. To receive an update on Blakeney Homes. Nil.
- c. To receive an update on West Lane Farm. Cllr Parkin had sent round her report. Cllr Burleigh agreed to draft a letter to the Environment Agency regarding community concerns on the possible ploughing-in of asbestos products.
- d. To receive an update on Wright’s Farm. Cllr Parkin spoke on this and had circulated her report. Cllr Rogers is to meet with the local MP in April to ask for support on officially recognising the Washbrook as a chalk stream. Cllr Burleigh is to write to the planners regarding the non-appearance of any planning application for the farm.

23-189 To receive updates on Pirton road safety issues, including speed limits.

The flooding problems in the village and the consequent increase in potholes were discussed. Highways have attempted to clear the drains but are now waiting for a survey report to try and identify the real problem.

23-190 To receive an update from the Communications Working Group

Cllr Goodman had circulated her report. She is working on updates to the pirton.org website and it was agreed that the Pirton Walking Group could have access to update their information on a regular basis.

23-191 To agree the quote of £3750 + VAT per annum received from A&B Gardening for grass cutting at the Recreation Ground.

Proposed by Cllr Rogers and seconded by Cllr Maple, that a contract for grass cutting at the Recreation Ground be awarded to A&B Gardening of Shillington. The price to be held for 2 years. **AGREED** by all present.

Signed: _____ Dated: _____

23-192 To discuss the quote of £3197.89 received from Setter Play for zip wire repair and maintenance.

As this was a safety issue and little money had been spent on the zip wire in recent years, it was proposed by Cllr Rogers and seconded by Cllr Burleigh that the quote from Setter Play be accepted. **AGREED** by all present.

23-193 To agree the date of the Annual Parish Meeting.

The date of the Annual Parish Meeting was agreed as the 23rd May 2024. It was proposed that at this meeting full details for the new pavilion design, costs, proposed loan and resulting increase in precept would be provided to those residents attending.

23-194 To discuss the next newsletter.

Topics for the next newsletter would include the new pavilion and the setting up of a charity, flooding, archaeology on the Bury and the 20mph limit if an update had been received from HCC. It was agreed that contributions should be with Cllr Maple by 27 March for April publication.

23-195 To agree to have a stall at the Pirton Summer Show.

This had previously been agreed and a stall booked for 6 July. Cllrs Burleigh and Rogers expressed their willingness to assist.

23-196 To receive reports on the following:

- a. Parish Paths Partnership (P3). Cllr Rowe had conducted a site meeting with a representative from HCC, who appeared to agree that the route of Footpath 005 was not correct. This person later stated that he had received further information disputing the view of the Parish Council. Cllr Rowe would pursue this unspecified information with HCC.
- b. S106 Projects. Nil.
- c. Village Environment. Flooding was discussed and Cllr Burleigh commented that this winter there appeared to have been less parking on verges.
- d. Bury Trust. Cllr Maple reported that hedging had been cut, fencing was due to be repaired and there would be a raking session on the 24th. A finance plan was being prepared for discussion in May.
- e. Village Hall. Cllr Parkin reported that kitchen upgrades were being planned, but funding was an issue. The lighting in the Pumpkin Room needed to be upgraded for table tennis.

23-197 To suggest items for the next meeting of the Parish Council to be held on Thursday 11 April 2024 at Pirton Village Hall at 7.45pm.

Any items could be sent to the Clerk.

Meeting Closed: 9.29 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 29/02/2024

Cash in Hand 01/04/2023		66,699.36
ADD		
Receipts 01/04/2023 - 29/02/2024		78,721.52
		145,420.88
SUBTRACT		
Payments 01/04/2023 - 29/02/2024		56,633.94
A Cash in Hand 29/02/2024		88,786.94
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	29/02/2024	88,786.94
Pirton Parish Council Unity Trust	29/02/2024	0.00
		88,786.94
Less unrepresented payments		88,786.94
Plus unrepresented receipts		
B Adjusted Bank Balance		88,786.94
A = B Checks out OK		

Signed: _____
Dated: _____

Payments

Code	Date	Description	Supplier		VAT	Total	
Room Hire	14/03/2024	Room Hire	Village Hall	Z	21.25	21.25	
Sports Pavilion	14/03/2024	Refund for overpayment	Pirton Sports and Social Club (PSSC)	Z	83.88	83.88	
Salary	14/03/2024	Salary	Edward Roberts (Clerk)	Z	657.65	657.65	
Room (Office Expenses)	14/03/2024	Expenses	Edward Roberts (Clerk)	Z	30.00	30.00	
Telephone	14/03/2024	Expenses	Edward Roberts (Clerk)	Z	20.00	20.00	
Stationery	14/03/2024	Expenses	Edward Roberts (Clerk)	S	14.02	2.81	16.83
Postage & Mileage	14/03/2024	Expenses	Edward Roberts (Clerk)	Z	16.20	16.20	
Tax	14/03/2024	Tax & Employers NI	HMRC Clerk's Tax	Z	164.60	164.60	
Employer's NI	14/03/2024	Tax & Employers NI	HMRC Clerk's Tax	Z	8.87	8.87	
Sports Pavilion	14/03/2024	New Pavilion Energy Model	Wooster Jeffs Associates	S	4,473.00	894.60	5,367.60
Street Cleaner	14/03/2024	Street Cleaning	Tony Smart	Z	260.50	260.50	
Sports Pavilion	14/03/2024	Fundraising New Pavilion	Catherine Farrell	Z	1,925.00	1,925.00	
Maintenance	15/03/2024	Ditch Clearance at Rec	Darren Simmons	Z	700.00	700.00	
Bank Charges	31/03/2024	Bank Charges	Unity Trust Bank	Z	18.00	18.00	
Total					8,392.97	897.41	9,290.38

Receipts

Code	Date	Description	Supplier		Total
New Pavilion	12/02/2024	Donation	Pirton Sports and Social Club (PSSC)	257.64	257.64
New Pavilion	21/02/2024	Donation	C M Cansick	3,000.00	3,000.00
New Pavilion	26/02/2024	Donation	Pirton Sports and Social Club (PSSC)	1,822.49	1,822.49
Total				5,080.13	5,080.13

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Dated: _____	

Appendix B – Planning Applications

Reference	Detail
i 24/00260/S73	<p>Walnut Tree Farm, 21 Walnut Tree Road, Pirton</p> <p><i>Section 73 Application : Variation of condition 2 (revised plans) of planning permission 21/02604/FPH granted on 01.03.2023 for erection of detached garden shed/greenhouse.</i></p> <p>Comments to Alex Howard by 9 March 2024 (extended to 15 March)</p> <p>No objections</p>
ii 24/00257/FPH	<p>33 Royal Oak Lane, Pirton</p> <p><i>Single storey side and rear extensions following demolition of existing conservatory and attached single garage.</i></p> <p>Comments to Tom Rea by 10 March 2024 (extended to 15 March)</p> <p>No objections</p>
iii 24/00207/FP	<p>Pirton Sports And Social Club, Walnut Tree Road, Pirton</p> <p><i>Erection of pavilion following demolition of existing pavilion building</i></p> <p>Comments to Tom Rea by 10 March 2024</p> <p>Pirton Parish Council’s own application – no comments</p>
iv 24/00198/FP	<p>Pirton Methodist Church, High Street, Pirton</p> <p><i>Creation of rear garden area to include permeable paths, steps, ramp and seating together with installation of a proximity light to rear wall of the chapel.</i></p> <p>Comments to Ben Glover by 27 March 2024</p> <p>No objections in principle, but checks with the planning officer needed on lighting and archaeology.</p>

Planning Decisions (for information only)

Reference	Detail
i Nil	

<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 March 2024

1. The Working Group has met formally 28 times to date.

Costs and funding

2. Just when a plan comes together, something intervenes!

3. On 22nd February our QS (RLP) provided their updated cost estimate. Disappointingly this shows an estimated cost increase for demolition and construction of £173,251 on a like for like basis, increasing the cost from £1,002,655 to £1,193,518.

4. The reasons for this are:

- a. Errors in the previous budgetary estimate £50k
 - b. Increases in M&E (inc. £12k for extra solar panels) £45k
 - c. Increase due to keeping existing pavilion during build £25k
 - d. Additional drainage costs assumed £23k
 - e. Additional external works (levels) re new position £15k
 - f. Inflationary increases £15k
- Total £173k

5. There is also extra inflation between the assumed September start date, and March 25 which allows for the Football Foundation grant process. This is £17,612, and would have been applicable to the previous estimate. The total additional cost is therefore £190,863.

6. The team met with the Quantity Surveyors, and then with the Architect and Engineers to discuss this increase, and for the Stage 4 kick off.

7. The proposed way to deal with this cost increase is:

- a. Cost reductions of £75k are targeted, with £50k assumed
- b. Creation of Phases 2 and 3 of works which can follow the main construction
- c. Phase 2 to include bar and kitchen fit out, external works, screen between studio and lounge, signage - £73,250
- d. Phase 3 for demolition and landscaping - £70,700
- e. Application to the FF for a £400k grant rather than the £350k assumed in the cost plan.
- f. The delay to Phase 2 and Phase 3 works allows fundraising, particularly grant applications to continue for a longer period.

8. Assuming that this plan is accepted, the target remains to raise £100k by the end of September. To date £20k of this has been raised.

9. The Case for support for funding has been received and will be circulated separately.

10. Following agreement at the EGM on the 4 th March, the preparation of documentation for submission of an application to the Charity Commission to set up a charity is underway. The estimated cost of this (£3-3.5k) arguably needs to be added into the project costs, and there will be further costs for any

property/land transfers into the charity.

11. Formation of the Charity is the critical path for fundraising by September.

12. With the two actions above completed it is proposed that an application should be made to the John Apthorp Charity for up to £25k. They require applicants to be a charity (or be able to evidence for applying for charitable status). They have 4 meetings a year to consider applications, and the deadline for submission for the next round is 5pm on the 5 th April. This will act as “pipe cleaner” for the process if our fundraiser is able to comply with the timescale. The cost for this application is likely to be 1-2 days at £385, so up to £770.

13. We need to have identified all of the funding required by the end of September if we are to apply for the last round of FF grants in the current arrangements.

Design

14. Discussions continue on the drainage design. It is proposed to consider reuse of the existing cess pit if possible. This is being emptied on Friday, and then “inspected”. Rainwater is still assumed to be drained into the ditch. The ditch on the south side was cleared (as agreed) and connection of the new and old ditches on the east side will be done when the ground is dry enough.

15. Although it may not be necessary, we have requested a quote for increasing the electricity supply capacity from 69VA to 138VA. An allowance has been made in the estimated costs for this. UK Power Networks have said that a new substation (5.5mx5.5m) will be required. Further discussions will take place on this, and the M+E engineers are considering ways to reduce the load to within the existing supply capability.

Funding

16. The working group continues to strongly recommend that the PPC take out an additional £100k loan to support this project.

17. Once the application to form a Charity is submitted approaches will be made to a number of prospective patrons in the village for donations/sponsorship.

18. Margaret Johnson is producing a performance in London of “Cox and Box“ the comic opera by Burnand and Sullivan . She has kindly offered for the 3 performers to do a warm up at the Coles’ house on 8th May as a fundraiser. The first part will be the show, the second some Gilbert and Sullivan excerpts. Tickets are available at £20 each for this event on May 8th .

19. A cash flow forecast for this year has been prepared in conjunction with the Clerk.

Management Arrangements

20. The FF have indicated that they expect to see a lease/license in place for the management of the new pavilion/pitches. This is contrary to the earlier understanding that an MOU would suffice. We have a well-developed document although it may need some small changes to accommodate the charity

Signed: _____ Dated: _____

formation.

Storage

21. A proposal for storage has been produced by Steve Smith, and this was circulated. The siting of containers will need to be done while the ground is dry and hard (cMay to September). The existing storage building can then be demolished ahead of pavilion build which is scheduled to commence in February 2025.

22. Work has been completed to provide a larger ditch pipe, wider access and gates on the south side of the recreation ground to allow access for containers. Both the new gate, and the one onto the Hitchin road have combination locks, and the PSSC has the code. A more formal agreement will be sought with the landowner for the access.

Communications

23. The latest design will be displayed at the PSSC on Friday 22nd March. It is proposed that a further open evening is arranged to seek agreement for the application for the increased loan. This will also be used to provide full details on costs, and precept charges. As last year this could be done at the Annual Parish Meeting, or it could be at a separate event.

24. Given the recent changes to the costs, the proposed March newsletter is proposed to be early- mid April. This will publicise the open evening.

25. 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. AUTHORISE spend of up to £770 for a grant application to the John Apthorp Charity.
- d. CONFIRM the date for an open evening to provide details on project and precept costs, and seek agreement for an increased (to £400k) loan.

Simon Maple