

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 9 May 2024 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

In attendance:

Mr Edward Roberts (Parish Clerk), Natali Topliff (prospective councillor)

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- 24-01    To elect the Chairman.**  
Proposed by Cllr Burleigh and seconded by Cllr Goodman, that Cllr Rogers be elected as Chairman. **AGREED** by all present.
- 24-02    To elect the Vice-Chairman.**  
Proposed by Cllr Maple and seconded by Cllr Rogers, that Cllr Burleigh be elected as Vice-Chairman. **AGREED** by all present.
- 24-03    To receive and accept apologies for absence.**  
Apologies for absence had been received and accepted from Cllr Parkin. She did however attend the meeting. Cllr Stirling did not attend and this being 6 months since her last attendance, she has ceased to be a member of Pirton Parish Council.
- 24-04    Public Participation**  
No members of the public were present. District Cllr C Strong attended and was congratulated on her re-election.
- 24-05    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.
- 24-06    To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 11 April 2024 as a true and accurate record.**  
It was **RESOLVED** that the minutes of the Council Meeting held on 11 April 2024, be approved as a true and accurate record of the proceedings and be duly signed.
- 24-07    To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**
  - a. Bank account as at 30 April 2024: Unity Trust Account £110,669.02
  - b. It was **RESOLVED** that payments totalling £11,467.07 as detailed on the monthly Finance Statement (Appendix A) be made.
- 24-08    To receive the Clerk's report.**

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

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 parking permits had been delivered and monies were coming in. The internal audit had been conducted on 26 April and the report circulated. There were no adverse comments. New Model Financial Regulations had been received and these would be adapted and adopted in due course.

The street cleaner had been on holiday and those who cleared rubbish at the Recreation Ground and offered to help were thanked.

Further correspondence had been received from Waldon Telecom regarding a survey for a mobile phone mast at the Recreation Ground. No date had yet been set, but an area behind the proposed new pavilion had been identified from the plans.

**24-09 To co-opt a new member onto the Council.**

Natali Topliff had attended the two previous meetings of the Council and had offered herself for co-option onto the Council. By a unanimous vote she was accepted onto the Parish Council and took her seat.

**24-10 To receive the Annual Internal Audit Report and discuss the recommendations.**

The report had been circulated to all councillors prior to the meeting. The Clerk drew the attention of the meeting to the remarks on Page 5 regarding the new pavilion project. These were summarised in the Final Audit Action Plan on page 11. Financial risks were highlighted and it was clear that the Council was aware of them and had considered them previously.

The Clerk would send the Council's responses to the auditor.

**24-11 To sign the Annual Governance Statement.**

The Annual Governance Statement was **AGREED** by the meeting and duly signed by the Chairman and Clerk.

**24-12 To approve the accounts for the financial year 2023-24 and sign the Accounting Statements in the Annual Governance and Accountability Return.**

The accounts for the financial year 2023-24 were **APPROVED** by the meeting and the Accounting Statement signed by the Chairman.

**24-13 To agree the dates for the Public Rights period as suggested by the external auditor, Monday 3 June – Friday 12 July 2024.**

The above dates for the Public Rights period were **AGREED** by the meeting.

**24-14 To consider the following resolution: "The Parish Council resolves from 9 May 2024, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils Act (General Power of Competence)(Prescribed Conditions) Order 2012 to adopt the General Power of Competence."**

The above resolution was proposed by Cllr Burleigh, seconded by Cllr Goodman and **AGREED** by all present.

**24-15 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 fact that planning permission for the redesign had now been granted. Discussions were ongoing regarding a possible alternative roof construction and the detailed design was now progressing.

There was currently a problem transporting the proposed storage containers onto site and solutions were being looked into.

- 24-16 To agree to submit an application to form a charity.**  
Proposed by Cllr Rogers and seconded by Cllr Burleigh, that subject to satisfactory replies from the Council's legal adviser, the Parish Council agrees to submit an application to form the Pirton Pavilion CIO (Charitable Incorporated Organisation). **AGREED** by all present.
- 24-17 To agree to advertise for contractors in accordance with the procurement requirements.**  
Cllr Maple had found documents from another council that had gone through a similar process and thought that these could be used as a template. As a first step, the Clerk would make a start on the Parish Council's documentation using these as a template.
- 24-18 To agree a date to meet the PSSC to discuss the management arrangements for the new pavilion.**  
The Council agreed to try to meet with the PSSC on Wednesday 29 May at 7.30pm in the Sports and Social Club, assuming that it was free that evening.
- 24-19 To agree to spend up to £6,500 on two 20-foot containers for storage at the Recreation Ground.**  
Proposed by Cllr Burleigh and seconded by Cllr Rogers, that the Council agree to spend up to £6,500 on two 20-foot containers for storage at the Recreation Ground. **AGREED** by all present.
- 24-20 Planning.**
- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh had produced and circulated a draft response for Wrights Farm. It was agreed that for Shillington Road, as there was little difference from the previous application, a similar response should be sent. Drafts for both would be sent to the Clerk for onward transmission.  
Proposed by Cllr Burleigh and seconded by Cllr Goodman, that Cllr Rowe pursue the outstanding issues at 30 Shillington Road and try to obtain satisfactory answers from North Herts Council. **AGREED** by all present.
  - b. To receive an update on Blakeney Homes. Nil.
  - c. To receive an update on West Lane Farm. Cllr Parkin reported that there had been no interest in the sale. Details of possible buried asbestos would be passed to the Environment Agency.
  - d. To receive an update on Wright's Farm. Cllr Parkin had circulated details of the question she intended asking at the Herts County Council meeting regarding environmental issues.
- 24-21 To confirm the arrangements for insurance cover.**  
The Clerk reminded the Council that the insurance with Hiscox was on a 3-year arrangement from September 2023. The annual renewal would be in September 2024.
- 24-22 To confirm bank signatories for the Pirton Parish Council Unity Trust bank account as listed: Cllrs Amanda Goodman, Simon Maple, Jill Rogers, Nick Rowe.**  
The meeting **CONFIRMED** the signatories as listed.
- 24-23 To review and approve the following procedures of the Council:**
- a. Standing Orders (doc 001).**
  - b. Financial Regulations (doc 003)**
  - c. Freedom of Information Act 2000 Publication Scheme (doc 007).**
  - d. Risk Management Policy (doc 011)**
  - e. Internal Financial Controls Policy (doc 025)**
  - f. Financial Reserves Policy (doc 026).**

Clr Rowe asked the Clerk to check the content of the Financial Reserves policy for clarity. Subject to this, the listed procedures were **APPROVED** by all.

**24-24 To confirm Direct Debit as the method of payment to Castle Water and the Information Commissioner (Financial Regulations 6.7).**

The meeting confirmed Direct Debit as the method of payment for Castle Water and the Information Commissioner.

**24-25 To confirm BACS as the preferred method of payment of invoices received by the Council (Financial Regulations 6.9).**

The meeting confirmed BACS as the preferred method of payment for invoices received.

**24-26 To appoint Council representatives to organisations (doc 014a):**

- a. Tree Warden**
- b. HR Committee**
- c. Environmental Committee**
- d. Communcations Working Group**
- e. Planning Working Group**
- f. New pavilion Working Group**
- g. Village Hall Committee**
- h. Bury Trust**
- i. Rands Trust**
- j. Hammonds Committee**

Representatives were appointed in line with the existing Committee Membership document (doc 014a) with the following amendments. Cllr Parkin would be replaced by Cllr Topliff on the Communications Working Group. Cllr Maple should be added as a member of the New Pavilion Funding Working Group.

**24-27 To receive updates on Pirton road safety issues, including speed limits.**

There was little to report, although it appeared that some activity had taken place in the village regarding drainage and flooding in West lane.

**24-28 To determine the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of the full council. Meetings to be held at 7.45pm on the second Thursday of each month in the village hall on the following dates:**

|                                 |                               |                                |
|---------------------------------|-------------------------------|--------------------------------|
| <b><u>13 June 2024</u></b>      | <b><u>11 July 2024</u></b>    | <b><u>8 August 2024</u></b>    |
| <b><u>12 September 2024</u></b> | <b><u>10 October 2024</u></b> | <b><u>14 November 2024</u></b> |
| <b><u>12 December 2024</u></b>  | <b><u>9 January 2025</u></b>  | <b><u>13 February 2025</u></b> |
| <b><u>13 March 2025</u></b>     | <b><u>10 April 2025</u></b>   |                                |

**with the Annual Meeting to take place on 8 May 2025.**

The above dates were **AGREED** by the meeting.

**24-29 To suggest items for the next meeting of the Parish Council to be held on Thursday 13 June 2024 at Pirton Village Hall at 7.45pm.**

- a. The motion for the £400k loan should be put to the Council
- b. The provision of a new dog bin at the remaining entrance to the Bury not already covered.

Meeting Closed: 9.34 pm.

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

Appendix A – Monthly Finance Statement

## Pirton Parish Council

### Bank Reconciliation at 01/05/2024

|                                   |            |                   |
|-----------------------------------|------------|-------------------|
| Cash in Hand 01/04/2024           |            | 79,496.56         |
| <b>ADD</b>                        |            |                   |
| Receipts 01/04/2024 - 01/05/2024  |            | 36,739.58         |
|                                   |            | 116,236.14        |
| <b>SUBTRACT</b>                   |            |                   |
| Payments 01/04/2024 - 01/05/2024  |            | 5,567.12          |
| <b>A Cash in Hand 01/05/2024</b>  |            | <b>110,669.02</b> |
| (per Cash Book)                   |            |                   |
| <br>                              |            |                   |
| Cash in hand per Bank Statements  |            |                   |
| Petty Cash                        | 30/04/2024 | 0.00              |
| Pirton Parish Council Unity Trust | 30/04/2024 | 110,669.02        |
|                                   |            | <b>110,669.02</b> |
| <br>                              |            |                   |
| Less unrepresented payments       |            |                   |
|                                   |            | 110,669.02        |
| <br>                              |            |                   |
| Plus unrepresented receipts       |            |                   |
| <br>                              |            |                   |
| <b>B Adjusted Bank Balance</b>    |            | <b>110,669.02</b> |
| <br>                              |            |                   |
| <b>A = B Checks out OK</b>        |            |                   |

|                                   |
|-----------------------------------|
| Signed: _____<br><br>Dated: _____ |
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### Payments

|                        |            |                        |                         |   |                 |                 |                  |
|------------------------|------------|------------------------|-------------------------|---|-----------------|-----------------|------------------|
| Sports Pavilion        | 09/05/2024 | New Pavilion Drainage  | Simpsons (East Anglia)  | S | 500.00          | 100.00          | 600.00           |
| Other                  | 09/05/2024 | Office Printer         | Edward Roberts (Clerk)  | S | 145.95          | 29.19           | 175.14           |
| Bury Trust             | 09/05/2024 | Bury Trust Maintenance | IGB Fencing             | S | 506.12          | 101.22          | 607.34           |
| Newsletter             | 09/05/2024 | Newsletter Printing    | Form IT                 | S | 412.00          | 82.40           | 494.40           |
| Playgrounds            | 09/05/2024 | Play Equipment Repairs | Setter Play Equipment   | S | 3,197.89        | 639.58          | 3,837.47         |
| Sports Pavilion        | 09/05/2024 | New Pavilion Drainage  | Simpsons (East Anglia)  | S | 250.00          | 50.00           | 300.00           |
| Salary                 | 09/05/2024 | Salary                 | Edward Roberts (Clerk)  | Z | 705.78          |                 | 705.78           |
| Room (Office Expenses) | 09/05/2024 | Expenses               | Edward Roberts (Clerk)  | Z | 30.00           |                 | 30.00            |
| Telephone              | 09/05/2024 | Expenses               | Edward Roberts (Clerk)  | Z | 20.00           |                 | 20.00            |
| Room Hire              | 09/05/2024 | Room Hire              | Village Hall            | Z | 21.25           |                 | 21.25            |
| Street Cleaner         | 09/05/2024 | Street Cleaning        | Tony Smart              | Z | 208.40          |                 | 208.40           |
| Sports Pavilion        | 09/05/2024 | Sports Pavilion Design | Simon Knight Architects | S | 2,631.25        | 526.25          | 3,157.50         |
| Tax                    | 09/05/2024 | Tax & Employers NI     | HMRC Clerk's Tax        | Z | 176.40          |                 | 176.40           |
| Employer's NI          | 09/05/2024 | Tax & Employers NI     | HMRC Clerk's Tax        | Z | 17.14           |                 | 17.14            |
| Postage & Mileage      | 09/05/2024 | Expenses               | Edward Roberts (Clerk)  | Z | 33.75           |                 | 33.75            |
| Audits                 | 09/05/2024 | Internal Audit         | AprilSkies Accounting   | Z | 152.50          |                 | 152.50           |
| Village Greens         | 09/05/2024 | Village Greens Grass   | Andrew Burton           | Z | 480.00          |                 | 480.00           |
| Grass Cutting Rec      | 09/05/2024 | Rec Grass Cutting      | A&B Gardening           | Z | 450.00          |                 | 450.00           |
|                        |            |                        |                         |   | <b>9,938.43</b> | <b>1,528.64</b> | <b>11,467.07</b> |

### Receipts

|                 |            |                |                  |   |                 |                 |
|-----------------|------------|----------------|------------------|---|-----------------|-----------------|
| Allotment Rents | 18/04/2024 | Allotment rent | W Hill           | Z | 40.00           | 40.00           |
| New Pavilion    | 18/04/2024 | Donation       | Irene Sharples   | Z | 20.00           | 20.00           |
| Parking Permits | 19/04/2024 | Parking        | Jarrett          | Z | 10.00           | 10.00           |
| Parking Permits | 22/04/2024 | Parking        | Etherington      | Z | 10.00           | 10.00           |
| VAT Reclaimed   | 22/04/2024 | VAT Reclaim    | HMRC VAT         | Z | 2,849.24        | 2,849.24        |
| Allotment Rents | 22/04/2024 | Allotment rent | Cathy Stephen    | Z | 20.00           | 20.00           |
| Allotment Rents | 22/04/2024 | Allotment rent | Mr & Mrs Willis  | Z | 40.00           | 40.00           |
| Parking Permits | 22/04/2024 | Parking        | Terry Sargent    | Z | 10.00           | 10.00           |
| Allotment Rents | 30/04/2024 | Allotment rent | Nicholas Hornsby | Z | 40.00           | 40.00           |
| Parking Permits | 30/04/2024 | Parking        | Allard           | Z | 10.00           | 10.00           |
| Parking Permits | 02/05/2024 | Parking        | Brian Roscorla   | Z | 10.00           | 10.00           |
| Parking Permits | 09/05/2024 | Parking        | A Willmot        | Z | 10.00           | 10.00           |
| <b>Total</b>    |            |                |                  |   | <b>3,069.24</b> | <b>3,069.24</b> |

Appendix B – Planning Applications

| Reference              | Detail                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>23/02838/FP</b>   | <p><b>Wrights Farm, Shillington Road, Pirton</b></p> <p><i>Erection of 2 x 3-bed dwellings with detached single garages, 2 x 2-bed bungalows and conversion of Listed Barn into 1 x 4-bed dwelling with triple detached garage following demolition of existing farm buildings.</i></p> <p>Comments to Andrew Hunter by 27 April 2024 (extended to 10 May)</p> <p><b>Objections lodged</b></p> |
| ii <b>24/00708/LBC</b> | <p><b>Wrights Farm, Shillington Road, Pirton</b></p> <p><i>Two storey extension and internal and external alterations to existing agricultural barn to facilitate conversion into one 4-bed dwelling.</i></p> <p>Comments to Andrew Hunter by 27 April 2024 (extended to 10 May)</p> <p><b>Objections lodged</b></p>                                                                           |
| iii <b>24/00553/FP</b> | <p><b>15 Shillington Road, Pirton</b></p> <p><i>Single storey side extension and alterations to window/door arrangement of existing dwelling. Erection of one detached 2-bed dwelling following demolition of existing outbuildings</i></p> <p>Comments to Andrew Hunter by 27 April 2024 (extended to 10 May)</p> <p><b>Comments as per previous application</b></p>                          |
| iv <b>24/00719/FPH</b> | <p><b>1 West Lane, Pirton</b></p> <p><i>Installation of front permeable hardstanding and creation of vehicular access off West Lane</i></p> <p>Comments to Thomas Howe by 8 May 2024</p> <p><b>No objection</b></p>                                                                                                                                                                            |

**Planning Decisions** (for information only)

| Reference             | Detail                                                                                                                                                                                                        |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>24/00257/FPH</b> | <p><b>33 Royal Oak Lane, Pirton</b></p> <p><i>Single storey side and rear extensions following demolition of existing conservatory and attached single garage.</i></p> <p>Permission granted 9 April 2024</p> |

|                                          |
|------------------------------------------|
| <p>Signed: _____</p> <p>Dated: _____</p> |
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- ii            **23/02023/LBC**            **6 Bury End, Pirton**  
*Single storey rear extension.*  
  
Listed building consent granted 23 April 2024
  - iii           **24/00544/FPH**           **The Lodge, Shillington Road, Pirton**  
*Two storey rear extension including first floor side balcony platform, dormer windows and rooflights. External cladding*  
  
Planning permission refused 23 April 2024
  - iv            **24/00609/LDCP**           **30 Shillington Road, Pirton**  
*Erection of rear garden shed.*  
  
Certificate of Lawfulness granted 24 April 2024
- 
- v             **24/00207/FP**             **PSSC, Walnut Tree Road, Pirton**  
*Erection of pavilion and subsequent demolition of existing pavilion building*  
  
Permission granted 25 April 2024

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

## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 9 May 2024**

1. The Working Group has met formally 29 times to date.
2. The meeting due on the 30<sup>th</sup> April did not take place due to another booking at the PSSC, and few attendees, partly because there had been a sub group meeting earlier that day.
3. The planning permission was received on 25<sup>th</sup> April, with fewer conditions than the previous permission.
4. A Design Team Meeting was held on 2<sup>nd</sup> May with the architects, M+E, structural and drainage engineers.
5. A request to move the electricity supply from the old to the new pavilion had been made (at the existing capacity).
6. The drainage design was discussed in detail, and the drainage engineer will be contacting the Council to confirm some details.
7. There were some questions on the structural design and whether an alternative roof construction would be better. Some structural amendments have been made, and further work is being done on the roof options.
8. Detailed design is in progress, and floor, plumbing and cubicle finishes were discussed.
9. It is expected that the request for tenders would go out around the end of July, for a decision by mid-September.
10. The information should be posted on the Contracts Finder in May/June.

**Costs and funding**

11. The funding gap remains at around £200k although we hope to save c£50k of cost through value engineering.
12. A grant application has been made to the National Lottery Awards for all England, letters requesting donations have been sent to the Bedford Road Crematorium, CALA, Blakeney and Spitfire, and documentation prepared for the Community Ownership Fund.
13. Documentation is being prepared for the Football Foundation submission. It is proposed that the income and expenditure data will be a combination of the PSSC, football, cricket and tennis clubs.
14. Documentation for submission to the Charity Commission for the formation of a charity has been prepared.
15. Formation of the Charity is the critical path for fundraising by September.
16. **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.**

**Communications**

17. The information boards were displayed at the Wine tasting event, and the Quiz night.
18. A display stand was put up at the May Day event, and pledges of £350, plus one blank pledge, and £10 were received. Thank you to Peter Cole for arranging setting up the stand, and to Nick Rowe and Jill Rogers for support at the event.
19. Further events at which boards will be displayed/information provided and donations requested are:

|                        |                                        |
|------------------------|----------------------------------------|
| 23 <sup>rd</sup> May   | Annual Parish Meeting                  |
| 28 <sup>th</sup> June? | Cricket match – Tennis v cricket clubs |
| 6 <sup>th</sup> July   | Pirton Show                            |
| 31 <sup>st</sup> July  | Car show                               |

20. The Spring newsletter was produced and distributed in April/early May.

**Management Arrangements**

21. Copies of the draft PPC/PSSC license and draft MOU were distributed to PPC and PSSC members.
22. A PPC/PSSC meeting is proposed to discuss and hopefully agree the wording of a license.

**Storage**

- 23. Lea sports has applied to the FF for a grant for 75% of the cost of 2 containers. The total cost of these is c£5.6k, and c£3.4k net of grant if successful. PSSC/Lea sports will cover the cost of these.
  - 24. It is intended that these be positioned next to the playground, and the ground will be levelled (free of charge) for the 2<sup>nd</sup> of these.
  - 25. A further 2 containers will be required, to be positioned near to the MUGA. The cost of these is intended to be covered by the project, and quotes will be requested from 3 companies, for approval at May's meeting. The project budget for storage is £10k, of which c£3k has already been approved for electrical work.
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.

Simon Maple