

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 13 June 2024 at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

CLlr J Rogers (Chair), CLlr M Parkin, CLlr N Rowe, CLlr N Topliff

In attendance:

Mr Edward Roberts (Parish Clerk)



- 24-30 To receive and accept apologies for absence.**
Apologies for absence had been received and accepted from Cllrs Burleigh, Goodman and Maple. CLlr Rogers did not arrive until 8.00pm, delaying the start of the meeting.
- 24-31 Public Participation**
No members of the public were present. District CLlr C Strong attended the meeting.
- 24-32 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 Parkin as a member of the Wrights Farm Working Group.
- 24-33 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 9 May 2024 as a true and accurate record.**
It was **RESOLVED** that the minutes of the Council Meeting held on 9 May 2024, be approved as a true and accurate record of the proceedings and be duly signed.
- 24-34 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**
a. Bank account as at 31 May 2024: Unity Trust Account £99,669.38
b. It was **RESOLVED** that payments totalling £15,393.77 as detailed on the monthly Finance Statement ([Appendix A](#)) be made.
- 24-35 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 having chased some late payers, all bar one of the parking permit invoices had been paid. The external audit documents had been sent to PKF Littlejohn on 14 May. The Public Rights notice had been published on 31 May, with the period running from 3 June to 12 July

The draft for the Find a Tender website had been completed and drainage documents sent to HCC.

Signed: _____
Dated: _____

Middle Green (Colemans Close) had now been officially registered as a village green.

- 24-36** To consider the following resolution: “To resolve to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £400,000 over the borrowing term of 30 years for the construction of the new pavilion at Pirton Recreation Ground. The annual loan repayments will come to around £27,000. It is also intended to increase the council tax precept for a Band D property from 1 April 2024 for the purpose of the loan repayments by 14.67%, which is the equivalent of an additional £12.05 a year. This has been subject to a precept increase consultation.”
Proposed by Cllr Rogers, seconded by Cllr Rowe, it was **RESOLVED** that the motion be carried.

- 24-37** To receive the New Pavilion Working Group report.
Cllr Maple had circulated the report (Appendix C). In his absence, the Clerk read out the report. The funding gap remained at around £200k, although it was hoped to save up to £50k of this through value engineering. Nothing had been received from the Crematorium in response to the fundraising letter and the Clerk was to investigate.

There were no comments on the tender process document.

The Councillors present agreed to an internal transfer of the equivalent of 50% of the budgeted loan repayment to the sports pavilion project pot, taking into account the time scale of any likely loan drawdown. It was considered that if construction began in February 2025, then there would be an outlay of expenditure to the contractor and the loan may well need to be drawn down before the end of the financial year. Should this not happen, then the remaining 50% would be available for transfer.

No date for a PPC/PSSC meeting was proposed in the absence of Cllr Maple. The Chairman was to investigate Councillors’ availability for a meeting next month.

- 24-38** Planning.
- a. To consider Planning Applications (as in Appendix A). Cllr Rowe had circulated comments for the current applications and explained the details. There were no further comments and the Clerk would process the responses.
 - b. To receive an update on Blakeney Homes. Nil.
 - c. To receive an update on West Lane Farm. Cllr Parkin had circulated an email on the possible presence of asbestos from the Red Barn. She had contacted the Environment Agency who responded that the witness themselves had to report the matter. This information was passed on to the person concerned.
 - d. To receive an update on Wright’s Farm. Cllr Parkin reported that after contact with HCC, the footpaths at Wrights Farm were cleared of nettles and repairs made to damaged buildings. There had been little progress on the attempt to register the Washbrook as a chalk stream, although Cllr Parkin had managed to address a meeting at HCC. It was considered worth trying to contact DEFRA over the matter.

- 24-39** To conduct the Annual Review of the pitch maintenance agreement between Pirton Parish Council and Lea Sports Football Club (Reference: Minute 20-16 dated 14 May 2020).
The pitch maintenance agreement in its current form was considered still fit for purpose.

- 24-40** To review and agree the value of the Council’s fixed assets as listed in the Asset Register.
The meeting duly reviewed the list of fixed assets and **AGREED** their current value in accordance with the sum stated on the AGAR.

- 24-41** To consider a grant application from Pirton village hall for up to £1000 towards a replacement cooker.

The meeting **AGREED** to give a grant of £500 to the village hall towards the cost of the new cooker.

A further application for a grant of £400 towards maintenance of the Vicarage Nature Reserve had also been received. It was agreed that in view of grants totalling £1800 over the past two years and the fact that this was essentially an “ongoing grant” (see Grants Policy Document 018), no grant would be forthcoming for this financial year. This would not prevent the applicant from applying again in 2025.

24-42 To receive updates on Pirton road safety issues, including speed limits.

Cllr Parkin had been in touch with HCC, but they had no updates to pass on.

24-43 To receive an update from the Communications Working Group.

Cllr Topliff was welcomed to the Group. Other than some internal communications, there was little to report.

24-44 To receive reports on the following:

a. Parish Paths Partnership (P3). Nil, although Cllr Rowe would be writing again regarding Footpath 005.

b. S106 Projects. Nil

c. Village Environment. Cllr Rogers mentioned that the overhanging tree at Middle Green and the overhanging branches on the footpath from the High Street would be pollarded and cut back at the end of the growing season.

d. Bury Trust. Cllr Goodman had emailed her report. At their meeting on 28 May, the Trust thanked St Mary’s church for the recent strimming of Jack’s Path. With the warm and damp weather there had been a lot of growth on the Bury and this would good for the cattle.

e. Village Hall. The next meeting of the committee would be on 18 June.

24-45 To suggest items for the next meeting of the Parish Council to be held on Thursday 11 July 2024 at Pirton Village Hall at 7.45pm.

No items were suggested.

Meeting Closed: 9.36 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 31/05/2024

Cash in Hand 01/04/2024				79,496.56
ADD				
Receipts 01/04/2024 - 31/05/2024				37,309.58
				116,806.14
SUBTRACT				
Payments 01/04/2024 - 31/05/2024				17,136.76
A Cash in Hand 31/05/2024				99,669.38
(per Cash Book)				
Cash in hand per Bank Statements				
Petty Cash	31/05/2024		0.00	
Pirton Parish Council Unity Trust	31/05/2024		99,669.38	
				99,669.38
Less unrepresented payments				
				99,669.38
Plus unrepresented receipts				
B Adjusted Bank Balance				99,669.38

A = B Checks out OK

Payments

Code	Date	Description		VAT		
Water	16/05/2024	Allotments Water	Castle Water	67.57	67.57	
Information Commissioner	20/05/2024	Annual Subscription	Information Commissioner	35.00	35.00	
Salary	13/06/2024	Salary	Edward Roberts (Clerk)	705.78	705.78	
Tax	13/06/2024	Tax & Employers NI	HMRC Clerk's Tax	176.40	176.40	
Employer's NI	13/06/2024	Tax & Employers NI	HMRC Clerk's Tax	17.14	17.14	
Room (Office Expenses)	13/06/2024	Expenses	Edward Roberts (Clerk)	30.00	30.00	
Telephone	13/06/2024	Expenses	Edward Roberts (Clerk)	20.00	20.00	
Postage & Mileage	13/06/2024	Expenses	Edward Roberts (Clerk)	20.25	20.25	
Stationery	13/06/2024	Expenses	Edward Roberts (Clerk)	13.33	2.66	15.99
Room Hire	13/06/2024	Room Hire	Village Hall	42.50	42.50	
Training	13/06/2024	Councillor Training	HAPTC	17.00	17.00	
Village Greens	13/06/2024	Village Greens Grass	Andrew Burton	320.00	320.00	
Street Cleaner	13/06/2024	Bin Bags	Edward Roberts (Clerk)	29.19	5.84	35.03
Street Cleaner	13/06/2024	Street Cleaning	Tony Smart	213.61	213.61	
Grass Cutting Rec	13/06/2024	Rec Grass Cutting	A&B Gardening	375.00	75.00	450.00
Groundsman	13/06/2024	Groundsman Duties	Steve Kitchiner	560.00	560.00	
Tennis Courts (MUGA) Maintenance	13/06/2024	MUGA Cleaning	Tennis Court Maintenance	700.00	700.00	
Chiltern Society	13/06/2024	Annual Subscription	Chiltern Society	30.00	30.00	
CPRE	13/06/2024	Annual Subscription	CPRE	36.00	36.00	
Sports Pavilion	13/06/2024	New Pavilion Drainage	Fairhurst	4,750.00	950.00	5,700.00
Sports Pavilion	13/06/2024	Sports Pavilion Design	Simon Knight Architects	2,631.25	526.25	3,157.50
Sports Pavilion	13/06/2024	Q S Fees	RLP Surveyors	2,495.00	499.00	2,994.00
Sports Pavilion	13/06/2024	New Pavilion Drainage	Hertfordshire County Council (HCC)	50.00	50.00	
				13,335.02	2,058.75	15,393.77

Receipts

Code	Date	Description			
New Pavilion	13/05/2024	Donation	Anonymous Donor	10.00	10.00
Allotment Rents	14/05/2024	Allotment rent	Kerry Prest	20.00	20.00
Parking Permits	14/05/2024	Parking	Ruby Bell	10.00	10.00
New Pavilion	30/05/2024	Donation	Pirton Players	500.00	500.00
Parking Permits	31/05/2024	Parking	Karen Munns	10.00	10.00
Parking Permits	12/06/2024	Parking	Welbury	10.00	10.00
Parking Permits	12/06/2024	Parking	Steve Kitchiner	10.00	10.00
				570.00	570.00

Signed: _____
Dated: _____

Appendix B – Planning Applications

	Reference	Detail
i	24/00937/FPH	<p>4A Royal Oak Lane, Pirton</p> <p><i>Installation of vehicular crossover</i></p> <p>Comments to Vicky Wood by 9 June 2024 (extended to 14 June)</p> <p>Object on a number of grounds</p>
ii	24/01011/FPH	<p>The Lodge, Shillington Road, Pirton</p> <p><i>Two storey rear extension including first floor side balcony platform, dormer windows and rooflights. External cladding</i></p> <p>Comments to Andrew Hunter by 14 June 2024</p> <p>Repeat previous comments – little obvious changed</p>
iii	24/01088/FP	<p>30 Shillington Road, Pirton</p> <p><i>Erection of rear shed for agricultural purposes.</i></p> <p>Comments to Andrew Hunter by 20 June 2024</p> <p>Object on a number of grounds</p>

Planning Decisions (for information only)

	Reference	Detail
i	24/00198/FP	<p>Pirton Methodist Church</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>Permission granted 12 June 2024</p>
ii	24/01094/LDCP	<p>2 Maltings Orchard, Pirton</p> <p><i>Installation of 8 no solar panels to existing garage roof slope</i></p> <p>Certificate of lawful development issued 12 June 2024</p>

Signed: _____ Dated: _____

Appendix C - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 13 June 2024

1. The Working Group has met formally 30 times to date.
2. A Design Team Meeting was held on 30th May with the architects, M+E, structural and drainage engineers.
3. The design is proceeding well, with completion due later this month.
4. Phasing of works was discussed, covering the new pavilion build, external works, demolition of the old pavilion, levelling of the site/car parking, drainage pipe installation etc.
5. It is expected that the request for tenders would go out around the end of July, for a decision by mid-September.
6. There has been a lot of discussion about the tendering process, and a document prepared that outlines our understanding. A copy of this is attached below for comments.

Costs and funding

7. The funding gap remains at around £200k although we hope to save c£50k of cost through value engineering.
8. A music evening organised by Margaret Johnson raised £500 for the new pavilion fund.
9. 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.
10. Our proposed application to the Community Ownership Fund cannot proceed at present due to the calling of the election.
11. A further meeting was held with the Football Foundation on 21st May. We confirmed that we aim to apply for a £400k grant in October. We confirmed the intention to set up a charity. The grant application needs to be from the party with tenure of the facilities, ie the PPC, but the CIO will be referenced in the application. The income and expenditure data for the submission will be a combination of the PSSC, football, and cricket clubs.
12. The application to the Charity Commission for the formation of a charity was submitted on 7th June.
13. An agenda item for PPC is the approval of seeking a £400k loan from the PWLB. If this is approved, the timing of application needs to be confirmed so that:
 - a. We have confirmation by the time that we submit the FF grant application (by 11th October)
 - b. We will want to have drawn down all of the funds necessary within 12 months of the loan approval (as required to do).
 - c. We delay drawdown as long as possible to take advantage of anticipated interest rate reductions.
14. With an anticipated construction start date of February 2025 we will not need to draw down the loan in this financial year. The budget for the loan repayment in this year should therefore be transferred to the project pot to cover detailed design costs.
15. **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

16. Further events at which boards will be displayed/information provided and donations requested are:

28 th June?	Cricket match – Tennis v cricket clubs
6 th July	Pirton Show
31 st July	Car show
17. Most of the Working Group are unavailable for the 6th July due to holidays, and other show commitments. Currently Jill Rogers and Diane Burleigh have indicated that they can man the PPC stand and provide information on the new pavilion, and seek donations. A gazebo is available via Peter Cole.

Management Arrangements

18. A proposed management structure was discussed with PPC and PSSC, and a revised version taking account of comments was produced, and is attached for confirmation.

- 19. A meeting was held on 29th May for PPC and PSSC to discuss the proposed licence for managing the Recreation Ground and Pavilion. Unfortunately, due to lack of confirmation of the arrangement (my apologies for this) there was only 1 Councilor present. A revised draft licence was produced as a result of the meeting, and distributed to PPC and PSSC.
- 20. A "further" PPC/PSSC meeting is required to discuss and hopefully agree the wording of a license. PPC is requested to propose a date for this.

Storage

- 21. Two containers have now been procured and installed.
 - 22. 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. The project budget for storage is £10k, of which c£3k has already been approved for electrical work.
 - 23. Once all of the storage is in place it is proposed that a working party demolishes the storage building and that the wood is used for the Bonfire night bonfire.
24. 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. PROVIDE any comments on the proposed tendering process.
 - d. AGREE the transfer of funds to cover a loan repayment in this financial year to the sports pavilion project pot.
 - e. PROPOSE a date for a PPC/PSSC meeting to discuss a licence agreement.

Simon Maple

Tender process for the new Pirton pavilion V3

1. A pack will be prepared including:
 - a. Drawings and design specifications
 - b. Services details
 - c. Site setup plan showing areas that need to remain accessible, and when
 - d. Site arrangements for the new pavilion and demolishing the old
 - e. Preliminary information for tenderers
 - f. Quantified Schedule of Works
 - g. Form of Tender
 - h. Tender submission checklist
 - i. Pre-construction information pack
 - j. CDM Regulations compliance documentation
 - k. Designer's risk assessments
 - l. Site investigation reports
 - m. Planning permission/conditions
 - n. Tender Qualification Questionnaire
 - o. The Preliminaries will contain a set of draft Contract Conditions which summarise the key terms of the Contract
2. The pack will detail:
 - a. The time, date and address for submission of tenders which must be addressed to the Clerk
 - b. The date for the written response to the tenders
 - c. In addition to the hard copy, tenders to be submitted electronically after the submission date, and opening date have passed.
 - d. The prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process – reference to the Bribery Act 2010
 - e. That the contract will contain a condition that valid undisputed invoices will be paid within 30 days, and that contractors must include similar provisions in their contracts and so on down the supply chain. This requirement to be covered by use of a standard JCT Intermediate Contract 2016 which sets out payment terms in accordance with the Housing Grants Construction and Regeneration Act
 - f. That any variation to the contract, or addition or omission, must be approved by the Council and Clerk to the contractor in writing. Since the council only meets about every 28 days (unless extraordinarily) variations should be avoided as far as possible. [Noting the practical difficulties with this.]
 - g. That because of the constraints on tender submission dates, and opening arrangements, tenderers will be advised that extensions to the tender submission date will not be granted.
 - h. The cost information shall be provided in the Quantified Schedule of Works format so that direct cost comparisons can be made between the bidders (and with our expected costs).
 - i. If tenderers wish to suggest alternatives to the specification they may do so, but must also quote against the specification. Tenderers should submit sufficient detail with the tender to allow proper evaluation and in any event would be subject to acceptance by the Contract Administrator.
 - j. The criteria against which the tenders will be assessed (which must be agreed by the Council prior to the ITT).
 - k. That compliance with the planning conditions is required, where applicable. The timing for releasing the Construction Management Plan condition to be within the FF approval period
3. There are a number of elements that we may wish to contract to others in later phases. The tender will seek contractor's prices for each of these elements, but allow for them to be withdrawn from the contract scope without penalty. These are likely to include:
 - a. Demolition of the existing pavilion

- b. Kitchen and bar fit out
 - c. External works [Note timing issue re planning condition 3]
 - d. Divider between main room and studio [Unlikely to be an attractive option, but may be necessary to get the bid down to the initial fundable level.]
 - e. Non statutory signage
4. The ITT will be “advertised” on the Find a Tender website by the PPC.
 5. A list of prospective tenderers will be prepared by the team, and encouraged to respond to the ITT.
 6. The Tender Qualification Questionnaire will be used to assess whether candidates meet requirements or minimum standards of suitability, capability, legal status, financial standing.
 7. This Questionnaire needs to be prepared and should be agreed by the Council before the process commences. There is a very useful example from Battle Town Council who submitted details for demolition and rebuild of a pavilion – advertised on Find a Tender in Feb 2023.
 8. The aim will be to receive 5 or 6 tenders, but through the Find a Tender process and advert anybody can potentially bid.
 9. Although the process needs to be open to all, the preparation (and assessment) of tenders is a time consuming and therefore expensive business. Only one can win and the process should seek to avoid wasted efforts.
 10. Each tendering firm shall be supplied with a specifically marked envelope to be addressed to the Clerk, and in which the tender is to be sealed and remain sealed until it is opened by the Clerk in the presence of at least one councillor, after the deadline for submission of tenders has passed. Note that this has practical difficulties. [The new Financial Regulations has provision for electronic responses which would remove the need for this.]
 11. The Council must, by means of the internet, offer unrestricted and full direct access free of charge to any relevant contract documents. I assume that this means the full pack described above in 1,2 and 3. Presumably these documents will be placed on the PPC’s website.
 12. Councils must have regard to guidance issued by the Minister for the Cabinet Office which can be accessed via www.gov.uk/government/collections/procurement-policy-notes
 13. The ITT shall be advertised in a local newspaper and in any other manner appropriate.
 14. Once tenders have been received the top 2 or 3 will be established by assessment of the Tender Qualification Questionnaire
 15. Any questions from prospective tenderers during the tender process to be sent to the Parish Clerk, and all questions and answers to be published on the website.
 16. Proposed timescale

a. Stage 4 design completion	13 th June 2024
b. Final Design Team Meeting	27 th June
c. Prepare Tender Qualification Questionnaire	9 th July
d. Prepare tender assessment criteria	9 th July
e. PPC approval for tendering	11 th July
f. Prepare tender documents (5wks)	25 th July
g. Issue tender documents	25 th July
h. Tender period (6wks)	5 th September
i. Tender ‘opening’	6 th September
j. Tender interviews (2 or 3)	20 th September
k. Tender analysis and report (3wks)	27 th September
l. Extraordinary PPC mtg to agree preferred bid	3 rd October
m. PPC meeting to confirm FF grant app.	10 th October
n. FF grant decision	16 th January 2025
o. Extraordinary PPC meeting to agree contract	16 th January
p. Contract with contractor	17 th January
q. Commencement on site	17 th February

Management structure for the Recreation Ground

V3

