

# Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in  
Pirton Village Hall on 11 July 2024 at 7.45 pm**

[www.pirtonparishcouncil.org.uk](http://www.pirtonparishcouncil.org.uk)

**Present:**

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

**In attendance:**

Mr Edward Roberts (Parish Clerk)

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**24-46     To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from County and District Cllr D Barnard, District Cllr C Strong and Pirton Cllr A Goodman.

**24-47     Public Participation**

Seven members of the public were present. Of concern to all was the matter of the route of Footpath 005, Blakeney Homes having diverted the route without authority, albeit with an improved surface. It was pointed out by the Chairman that Rights of Way issues were the remit of Hertfordshire County Council Rights of Way and were not a Parish Council responsibility. Cllr Burleigh explained that she had done much research on the matter and explained the actions of Blakeney when they applied to North Herts Council during the planning process. The legal situation was that the route of Footpath 005 had to stay open until such time that a decision was made by HCC in relation to any change of route. The Parish Council would be but one consultee on an application to move the route. It was stressed that any application to change the route had to be submitted by the landowner concerned and not by the Parish Council. Due process had to be followed. The Chairman thanked all present for coming and expressing their concerns.

**24-48     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.

**24-49     To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 13 June 2024 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 13 June 2024, be approved as a true and accurate record of the proceedings and be duly signed.

**24-50     To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 30 June 2024: Unity Trust Account £84,589.56
- b. It was **RESOLVED** that payments totalling £22,753.10 as detailed on the monthly Finance Statement (Appendix A) be made.

**24-51     To receive the Clerk's report.**

PIRTON PARISH COUNCIL

MINUTES: 11 July 2024

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| 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 one parking permit payment was still outstanding. A VAT reclaim for the first three months of the financial year had been submitted and paid in the sum of £4110.

He highlighted the fact that in the new financial regulations, the bank statements and reconciliations could not now be signed by the Chairman or any bank signatory. The role would be taken over by the Vice Chairman.

The date for the submission of the £400,000 loan application had been agreed as the 6<sup>th</sup> of August.

**24-52 To receive the New Pavilion Working Group report.**

Clr Maple had circulated his report (appendix C). He highlighted a number of areas, including the need to check the VAT position with regard to the charity, once set up. Professional advice would be required. A member of the public suggested that second hand containers be acquired for storage, rather than new ones. This would be a good cost saving measure. Cllr Maple agreed to seek quotes.

As it was unlikely that no drawdown of the PWLB loan (assuming approval was granted) would take place in this financial year, it was agreed to transfer the repayment monies to the new pavilion project pot. The timing of this was to be at the discretion of the RFO. 50% had already been transferred.

Funding for the start of construction in February 2025 was planned to come from the North Herts Council's grant and the Football Foundation grant.

A date was to be set for a meeting between the Parish Council and the Sports & Social Club to further discuss a licence agreement.

**24-53 To agree to tender for the construction of the new pavilion and demolition of the existing.**

Cllr Maple ran through the details of the tendering process and the relevant timings. Proposed by Cllr Rogers, seconded by Cllr Burleigh and **AGREED** by all that the Parish Council should go out to tender for the construction of the new pavilion.

Extraordinary meetings would be required on 3 October 2024 and 16 January 2025 in order to facilitate the process and agree a preferred bidder.

**24-54 To confirm previously agreed spending of £6,500 on two storage containers.**

Proposed by Cllr Burleigh, seconded by Cllr Rogers and **AGREED** by all present that a sum not to exceed £6,500 be spent on two storage containers to be sited at the Recreation Ground.

**24-55 To agree to spend the following sums in connection with the new pavilion:**

**a. £145 for planning conditions**

**b. £2310 for fund raising**

**c. £250 for acoustic assessment.**

Cllr Maple explained the reasons for the spending requirements. All were proposed, seconded and **AGREED** by those present.

**24-56 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllrs Burleigh and Rowe ran through the current applications and explained the conclusions of the Planning Working Group. The Clerk would action the relevant submissions to North Herts.
- b. To receive an update on Blakeney Homes. Footpath matters had already been addressed.
- c. To receive an update on West Lane Farm. Nil.
- d. To receive an update on Wright's Farm. Cllr Parkin reported that Highways no longer objected to the proposals. She suggested that it might be advantageous to contact the Environment Agency with regard to the status of the Washbrook.

**24-57 To receive an update on Pirton road safety issues, including speed limits.**

Cllr Parkin had contacted HCC but was still waiting for a reply on any progress made.

**24-58 To receive an update from the Communications Working Group.**

Cllr Goodman had circulated an email, but there was little to report.

**24-59 To consider and approve the 2024 version of Document 003 Financial Regulations.**

Proposed by Cllr Rowe, seconded by Cllr Maple and **AGREED** by all present that the 2024 Financial Regulations be adopted.

**24-60 To review and approve Document 002 Code of Conduct.**

Proposed by Cllr Burleigh, seconded by Cllr Rowe and **AGREED** by all present that the current Code of Conduct be approved.

**24-61 To approve a course of action for the boundary hedges at the Recreation Ground prior to the erection of fences by the Football Club.**

In light of the requirement for planning permission for the fences, this item was deferred until August's meeting.

**24-62 To discuss the current situation and correspondence with regard to Footpath 005 at Cotman End.**

It was agreed that a response was required to the landowner regarding the route of Footpath 005. Cllr Burleigh agreed to produce a draft for approval.

**24-63 To consider the provision of an addition dog waste bin at the Recreation Ground car park and to approve the expenditure of not more than £450 for an additional bin at the exit from The Bury onto Walnut Tree Road.**

The meeting agreed to further publicise the "bin full" telephone number for the dog bin at the Recreation Ground and monitor the situation.

It was **AGREED** that a new dog waste bin would be provided at the entrance to The Bury nearest to Hitchin Road, this being the only gate not having a bin in the vicinity. The Clerk would action this.

**24-64 To consider the Sustainable Finance document produced for the Bury Trust.**

Cllr Maple had circulated the document, making the point that it reflected the Management Plan, which had already been approved. An increase in the funding from the Parish Council would be considered at November's budget meeting.

**24-65 To discuss possible solutions to the nuisance and hazard of overgrown hedges and trees hindering access to footpaths and pavements.**

Cllr Maple spoke on this. It was suggested that a survey might identify the worst problem areas. The meeting agreed to put out a general piece on Facebook to remind householders of their responsibilities. Cllr Parkin agreed to draft an article and circulate it for approval.

**24-66 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Cllr Rogers reported that when strimming the Driftway, the groundsman had collected and piled up a number of loose roadside posts. On his return, these had all been removed.
- b. S106 Projects. Nil, although the contribution from Blakeney Homes was welcomed.
- c. Village Environment. Nil
- d. Bury Trust. Nil
- e. Village Hall. Cllr Parkin reported that the hall was still fundraising for the new kitchen. Some donations had been received from residents and donors were being urged to Gift Aid these.

**24-67 To suggest items for the next meeting of the Parish Council to be held on Thursday 8 August 2024 at Pirton Village Hall at 7.45pm.**

It was suggested that the new MP should be invited to a Council meeting.

**Meeting Closed: 9.51pm.**

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 30/06/2024

|                                   |            |                  |
|-----------------------------------|------------|------------------|
| Cash in Hand 01/04/2024           |            | 79,496.56        |
| <br>                              |            |                  |
| <b>ADD</b>                        |            |                  |
| Receipts 01/04/2024 - 30/06/2024  |            | 37,538.96        |
|                                   |            | 117,035.52       |
| <b>SUBTRACT</b>                   |            |                  |
| Payments 01/04/2024 - 30/06/2024  |            | 32,445.96        |
| <br>                              |            |                  |
| <b>A Cash in Hand 30/06/2024</b>  |            | <b>84,589.56</b> |
| (per Cash Book)                   |            |                  |
| <br>                              |            |                  |
| Cash in hand per Bank Statements  |            |                  |
| Petty Cash                        | 30/06/2024 | 0.00             |
| Pirton Parish Council Unity Trust | 30/06/2024 | 84,589.56        |
|                                   |            | <b>84,589.56</b> |
| <br>                              |            |                  |
| Less unrepresented payments       |            | 84,589.56        |
| <br>                              |            |                  |
| Plus unrepresented receipts       |            |                  |
| <br>                              |            |                  |
| <b>B Adjusted Bank Balance</b>    |            | <b>84,589.56</b> |
| <br>                              |            |                  |
| <b>A = B Checks out OK</b>        |            |                  |

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| Signed: _____ |
| Dated: _____  |

### Payments

| Code                   | Date       | Description               |                          |   |                  |                 |                  |
|------------------------|------------|---------------------------|--------------------------|---|------------------|-----------------|------------------|
| Bank Charges           | 30/06/2024 | Bank Charges              | Unity Trust Bank         | Z | 18.00            |                 | 18.00            |
| Salary                 | 11/07/2024 | Salary                    | Edward Roberts (Clerk)   | Z | 644.93           |                 | 644.93           |
| Tax                    | 11/07/2024 | Tax & Employers NI        | HMRC Clerk's Tax         | Z | 161.20           |                 | 161.20           |
| Employer's NI          | 11/07/2024 | Tax & Employers NI        | HMRC Clerk's Tax         | Z | 6.64             |                 | 6.64             |
| Room (Office Expenses) | 11/07/2024 | Expenses                  | Edward Roberts (Clerk)   | Z | 30.00            |                 | 30.00            |
| Telephone              | 11/07/2024 | Expenses                  | Edward Roberts (Clerk)   | Z | 20.00            |                 | 20.00            |
| Postage & Mileage      | 11/07/2024 | Expenses                  | Edward Roberts (Clerk)   | Z | 16.20            |                 | 16.20            |
| Stationery             | 11/07/2024 | Expenses                  | Edward Roberts (Clerk)   | S | 77.48            | 15.50           | 92.98            |
| Room Hire              | 11/07/2024 | Room Hire                 | Village Hall             | Z | 21.25            |                 | 21.25            |
| Grants                 | 11/07/2024 | Grant                     | Village Hall             | Z | 500.00           |                 | 500.00           |
| Village Greens         | 11/07/2024 | Village Greens Grass      | Andrew Burton            | Z | 320.00           |                 | 320.00           |
| Street Cleaner         | 11/07/2024 | Street Cleaning           | Tony Smart               | Z | 208.40           |                 | 208.40           |
| Grass Cutting Rec      | 11/07/2024 | Rec Grass Cutting         | A&B Gardening            | S | 375.00           | 75.00           | 450.00           |
| Contingency            | 11/07/2024 | Charity Legal Work        | Wellers Law Group        | S | 3,500.00         | 700.00          | 4,200.00         |
| Sports Pavilion        | 11/07/2024 | New Pavilion Drainage     | Fairhurst                | S | 1,450.00         | 290.00          | 1,740.00         |
| Sports Pavilion        | 11/07/2024 | Pavilion Electrical Work  | Current Solutions        | S | 1,430.00         | 286.00          | 1,716.00         |
| Sports Pavilion        | 11/07/2024 | Pavilion Electrical Work  | Current Solutions        | S | 395.00           | 79.00           | 474.00           |
| Sports Pavilion        | 11/07/2024 | New Pavilion Energy Model | Wooster Jeffs Associates | S | 7,480.00         | 1,496.00        | 8,976.00         |
| Sports Pavilion        | 11/07/2024 | Sports Pavilion Design    | Simon Knight Architects  | S | 2,631.25         | 526.25          | 3,157.50         |
|                        |            |                           |                          |   | <b>19,285.35</b> | <b>3,467.75</b> | <b>22,753.10</b> |

### Receipts

| Code          | Date       | Description |                     |   |                 |                 |
|---------------|------------|-------------|---------------------|---|-----------------|-----------------|
| New Pavilion  | 17/06/2024 | Donation    | M Benariat          | Z | 15.00           | 15.00           |
| New Pavilion  | 17/06/2024 | Donation    | M Benariat          | Z | 50.00           | 50.00           |
| New Pavilion  | 19/06/2024 | Donation    | GoFundMe            | Z | 86.63           | 86.63           |
| New Pavilion  | 20/06/2024 | Donation    | GoFundMe            | Z | 57.75           | 57.75           |
| New Pavilion  | 01/07/2024 | Donation    | Pirton Cricket Club | Z | 315.00          | 315.00          |
| VAT Reclaimed | 10/07/2024 | VAT Reclaim | HMRC VAT            | Z | 4,110.98        | 4,110.98        |
|               |            |             |                     |   | <b>4,635.36</b> | <b>4,635.36</b> |

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| Signed: _____ |
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Appendix B – Planning Applications

|     | Reference           | Detail                                                                                                                                                                                                                                               |
|-----|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i   | <b>24/01176/FPH</b> | 16 Great Green, Pirton<br><br><i>Replacement of existing ground floor rear window and insertion of rooflight to existing rear roofslope.</i><br><br>Comments to Harriet Sanders by 13 July 2024                                                      |
| ii  | <b>24/01177/LBC</b> | 16 Great Green, Pirton<br><br><i>Replacement of existing ground floor rear window and insertion of rooflight to existing rear roofslope.</i><br><br>Comments to Harriet Sanders by 13 July 2024                                                      |
| iii | <b>24/01316/FPH</b> | 30 Shillington Road, Pirton<br><br><i>Single storey rear and side extensions. Alterations to fenestration of main dwelling and existing garage to facilitate garage conversion into art studio.</i><br><br>Comments to Andrew Hunter by 18 July 2024 |

**Planning Decisions** (for information only)

|   | Reference  | Detail |
|---|------------|--------|
| i | <b>Nil</b> |        |

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| Signed: _____<br><br>Dated: _____ |
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## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 11 July 2024**

1. The Working Group has met formally 30 times to date.
2. An informal meeting was held on the 9 th July to look in detail at Stage 4 drawings and specifications, and to discuss the tendering process.
3. A design team meeting had been held with the Architect, QS and Engineers on the 27 th June.
4. There are some points that the team have raised on the specifications/drawings, and these will be fed back to, and discussed with Simon Knight and the QS on Thursday 11 th July.
5. 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**

6. The funding gap is now around £190k although we hope to save c£50k of cost through value engineering.
7. Blakeney funding of c£9.6k has been agreed with NHDC.
8. The grant application has been made to the National Lottery Awards for all England has resulted in a rejection.
9. Our proposed application to the Community Ownership Fund cannot proceed at present due to the calling of the election.
10. A further meeting was held with the Football Foundation on 9 th July. 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.
11. The application to the Charity Commission for the formation of a charity was submitted on 7 th June, and has been acknowledged. They may require some additional information to decide whether the application meets the legal requirement for charitable status. We are likely to hear more within the next 3 weeks.
12. Following PPC approval for seeking a £400k loan from the PWLB, the timing for submission is proposed as mid-August. This will hopefully allow time for approval before the FF grant application by 11 th October, and drawdown within 12 months at a hopefully lower interest rate than currently, and in time to meet contract payments.
13. With an anticipated construction start date of February 2025 we will not need to draw down the loan in this financial year. The remaining budget for the loan repayment in this year should therefore be transferred to the project pot to cover detailed design costs.

**Communications**

14. Further events at which boards will be displayed/information provided and donations requested are: 31st July Car show

**Management Arrangements**

15. 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.
16. A meeting was held on 29 th 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 Councillor present. A revised draft licence was produced as a result of the meeting, and distributed to PPC and PSSC.

17. 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**

18. Two containers have now been procured and installed.

19. 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.

20. 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.

21. 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