

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 12 September 2024 at 7.45 pm**

www.pirtonparishcouncil.org.uk

Present:

Cllr J Rogers (Chair), Cllr A Goodman, Cllr S Maple, Cllr M Parkin, Cllr N Rowe, Cllr N Topliff

In attendance:

Mr Edward Roberts (Parish Clerk)

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- 24-90     To receive and accept apologies for absence.**  
Apologies were received and accepted from County and District Cllr D Barnard, District Cllr C Strong and Parish Cllr D Burleigh.
- 24-91     Public Participation**  
No members of the public were present.
- 24-92     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 Goodman as a member of Wild About Pirton, Cllr Parkin as a member of the Wrights Farm Working Group and Cllr Maple as a member of the PSSC.
- 24-93     To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 8 August 2024 as a true and accurate record.**  
It was **RESOLVED** that the minutes of the Council Meeting held on 8 August 2024, be approved as a true and accurate record of the proceedings and be duly signed.
- 24-94     To confirm and sign the Minutes of the Parish Council Extraordinary Meeting held on Friday 23 August 2024 as a true and accurate record.**  
It was **RESOLVED** that the minutes of the Council Meeting held on 23 August 2024, be approved as a true and accurate record of the proceedings and be duly signed.
- 24-95     To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**
  - a. Bank account as at 31 August 2024: Unity Trust Account £55,127.53
  - b. It was **RESOLVED** that payments totalling £13,870.17 as detailed on the monthly Finance Statement (Appendix A) be made.
- 24-96     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.

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| Signed: _____ |
| Dated: _____  |

He reported that the application for borrowing approval had been sent off on 12 August. A response with a number of questions had been received on the 21<sup>st</sup>, with a further response on 4 September. The main points were a requirement for a firm cost for the project, the shortfall/funding gap and a lack of a formal survey for the rise in precept. These points were addressed by the Clerk in a reply on 12 September.

The second precept payment had been received into the bank from North Herts Council.

A dog waste bin for the remaining entrance to the Bury had been procured but had not yet been installed as the Clerk was suffering from an injury. It was hoped to get it done in the next week.

The Clerk had met with a contractor at the Recreation Ground to look at the boundary hedge but was still waiting for his quote to cut it back.

**24-97 To receive the New Pavilion Working Group report.**

Cllr Maple had circulated his report (Appendix C). Some 13 tenders for the contract to build the new pavilion had been received by the deadline, with another two being late. Three would be selected by the team for interview, with a Parish Council meeting on 3 October to endorse the preferred bid.

The Clerk was to write to HMRC in order to get a definitive answer to the question of a new build being zero rated for VAT if a charity was formed.

Thanks were minuted to Steve Smith and his team for facilitating the installation of the last two storage containers at the Recreation Ground.

**24-98 To agree the legal costs for a lawyer to review and produce a licence for the new pavilion operation.**

Cllr Maple stressed that this was a time critical matter. Cllr Burleigh had estimated that the cost would be in the region of £300 to £500. Proposed by Cllr Rogers and seconded by Cllr Maple, that a sum not to exceed £1000.00 be allocated for this work. **AGREED** by all present.

**24-99 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllr Rowe went over the draft response from Cllr Burleigh. It was agreed that the Clerk should submit this to North Herts planners.
- b. To receive an update on Blakeney Homes. Nil
- c. To receive an update on West Lane Farm. Cllr Rowe had written to the planning department again and was awaiting a response.
- d. To receive an update on Wright's Farm. Cllr Parkin reported that she had found the Landscape and Ecological Management Plan for the site. It was hoped that this might allay some of the concerns of how the site will be developed and maintained in the future.

**24-100 To agree to renew the Parish Council's insurance for a period of 12 months from 1 October 2024 in line with the quote of £2790.94.**

Proposed by Cllr Rogers and seconded by Cllr Parkin that the Council renew the insurance in line with the quote. **AGREED** by all present.

**24-101 To approve April Skies Accounting as the Parish Council's internal auditors for the financial year 2024-25.**

Proposed by Cllr Rogers and seconded by Cllr Topliff that the Council approves April Skies Accounting as the internal auditor for the current financial year. **AGREED** by all present.

- 24-102 To select a contractor and agree the costs of dealing with the overgrown hedge and trees at the Recreation Ground.**  
As only one quote had been received to date, it was agreed to defer this item to October's meeting.
- 24-103 To approve the revised version of Doc 007 FoI and Publication Scheme.**  
Cllr Maple pointed out that in the revised document some of the information stated was not actually on the website. The Clerk agreed to amend the document prior to publication. The document was otherwise **APPROVED** by all present.
- 24-104 To receive an update on Pirton road safety issues, including speed limits**  
Cllr Parkin reported that the meeting with Cllr Barnard had not yet taken place, so no further information was forthcoming. There had been no news on the drains survey on West Lane. Cllr Rogers agreed to write to a concerned resident regarding the Parish Council's responsibilities for roads and pavements, stressing that any faults should be reported to HCC Highways.
- 24-105 To receive an update from the Communications Working Group.**  
Cllr Goodman stated that there was nothing to report.
- 24-106 To discuss the next newsletter.**  
Cllr Maple suggested that the next newsletter should be published in November and asked for a list of topics. These included the pavilion, hedges, footpaths and the general responsibilities of householders. It was suggested that some "good news" items should be included. Cllr Topliff agreed to write a piece about becoming a councillor. Cllr Maple will produce a time table for deadlines.
- 24-107 To agree a course of action for repairs to the railings and posts at Blacksmiths Pond.**  
Cllr Rowe reported that there was some rot in the posts but that they did not pose a danger to safety at this time. There was a question over ownership and responsibility and this needed to be addressed. Some research would have to be done and the replacement costs considered at this year's budget meeting.
- 24-108 To agree actions to clear the ditches on Walnut Tree Road.**  
This item was deferred until October's meeting.
- 24-109 To agree details for a working party to repair the worst damage on the track to the Recreation Ground.**  
The landowner was amenable to work being carried out on the track and already had some suitable material for filling in the potholes. It just remained to agree a date for a working party.
- 24-110 To receive reports on the following:**
- Parish Paths Partnership (P3). Nil
  - S106 Projects. Nil
  - Village Environment. Cllr Rogers reported that a gate on the footpath at the Recreation Ground had been damaged and removed and remedial work was required. She had tasked the groundsman to effect a repair.
  - Bury Trust. Cllr Goodman reported that strimming on Toot Hill would probably take place at the end of October and had a preferred contractor. A raking party would be organised.
  - Village Hall. Cllr Parkin reported that the village hall was still raising funds for the kitchen refurbishment.
- 24-111 To suggest items for the next meeting of the Parish Council to be held on Thursday 10 October 2024 at Pirton Village Hall at 7.45pm.**

Items for the next meeting included the newsletter, Blacksmiths Pond railings, the hedge at the Recreation Ground and the ditches on Walnut Tree Road.

**Meeting Closed: 9.29 pm.**

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

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

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report



### Payments

| Cost Head                              | Date       | Item                       | Supplier               |                  |                 |                  |
|----------------------------------------|------------|----------------------------|------------------------|------------------|-----------------|------------------|
| Sports Pavilion                        | 14/08/2024 | Storage Containers MUGA    | Cleveland Containers   | 4,595.00         | 919.00          | 5,514.00         |
| Salary                                 | 12/09/2024 | Salary                     | Edward Roberts (Clerk) | 757.98           |                 | 757.98           |
| Tax                                    | 12/09/2024 | Tax & Employers NI         | HMRC Clerk's Tax       | 189.60           |                 | 189.60           |
| Employer's NI                          | 12/09/2024 | Tax & Employers NI         | HMRC Clerk's Tax       | 26.16            |                 | 26.16            |
| Room (Office Expenses)                 | 12/09/2024 | Expenses                   | Edward Roberts (Clerk) | 30.00            |                 | 30.00            |
| Telephone                              | 12/09/2024 | Expenses                   | Edward Roberts (Clerk) | 20.00            |                 | 20.00            |
| Postage & Mileage                      | 12/09/2024 | Expenses                   | Edward Roberts (Clerk) | 16.20            |                 | 16.20            |
| Room Hire                              | 12/09/2024 | Room Hire                  | Village Hall           | 81.25            |                 | 81.25            |
| Insurance                              | 12/09/2024 | Insurance renewal          | Gallagher Insurance    | 2,790.94         |                 | 2,790.94         |
| Website/IT                             | 12/09/2024 | Clerk Office Software      | Edward Roberts (Clerk) | 81.00            |                 | 81.00            |
| Grants                                 | 12/09/2024 | Grant                      | Lea Sports PSG         | 500.00           |                 | 500.00           |
| Village Greens                         | 12/09/2024 | Village Greens Grass       | Andrew Burton          | 320.00           |                 | 320.00           |
| Dog Bins                               | 12/09/2024 | Dog Waste Bin              | Edward Roberts (Clerk) | 159.00           | 31.80           | 190.80           |
| Street Cleaner                         | 12/09/2024 | Street Cleaning            | Tony Smart             | 208.40           |                 | 208.40           |
| Grass Cutting Rec                      | 12/09/2024 | Rec Grass Cutting          | A&B Gardening          | 562.50           | 112.50          | 675.00           |
| Groundsman                             | 12/09/2024 | Groundsman Duties          | Steve Kitchiner        | 1,050.00         |                 | 1,050.00         |
| Society of Local Council Clerks (SLCC) | 12/09/2024 | Annual Subscription        | Edward Roberts (Clerk) | 148.00           |                 | 148.00           |
| Sports Pavilion                        | 12/09/2024 | New Pavilion Tender Advert | Simon Maple            | 96.53            | 19.31           | 115.84           |
| Sports Pavilion                        | 12/09/2024 | Fundraising New Pavilion   | Catherine Farrell      | 1,155.00         |                 | 1,155.00         |
| <b>Total</b>                           |            |                            |                        | <b>12,787.56</b> | <b>1,082.61</b> | <b>13,870.17</b> |

### Receipts

| Cost Head    | Date       |                        |                                     |                  |                  |
|--------------|------------|------------------------|-------------------------------------|------------------|------------------|
| New Pavilion | 12/08/2024 | Donation               | Lucinda Rowe                        | 150.00           | 150.00           |
| New Pavilion | 12/08/2024 | Donation               | P Courtenay                         | 100.00           | 100.00           |
| New Pavilion | 13/08/2024 | Donation               | Claire Roberts                      | 100.00           | 100.00           |
| New Pavilion | 15/08/2024 | Donation               | P Williams                          | 200.00           | 200.00           |
| New Pavilion | 19/08/2024 | Donation               | E Wallace                           | 100.00           | 100.00           |
| New Pavilion | 27/08/2024 | Donation               | R J Shaw                            | 200.00           | 200.00           |
| New Pavilion | 05/09/2024 | Donation               | C M Cansick                         | 5,000.00         | 5,000.00         |
| New Pavilion | 09/09/2024 | Donation               | Karen Munns                         | 100.00           | 100.00           |
| Precept      | 10/09/2024 | Precept Second Payment | North Herts District Council (NHDC) | 31,500.00        | 31,500.00        |
| <b>Total</b> |            |                        |                                     | <b>37,450.00</b> | <b>37,450.00</b> |

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Appendix B – Planning Applications

| Reference           | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>24/01824/S73</b> | Pirton Hall, Shillington Road, Pirton<br><br>Section 73 Application : Variation of condition 2 (revised plans) of planning permission 21/01273/FP granted 17.01.2022 for Conversion and extension of redundant barn to create one 2-bed dwelling (as amended by plan no. LB-0258 Rev A - amendment to access details)<br><br>Comments to Tom Rea by 22 September 2024<br><br><b>Objections raised as not strictly S73 application</b> |

**Planning Decisions** (for information only)

| Reference | Detail                                                                                                                                                                                                                                                             |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i         | <b>24/01316/FPH</b><br>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>Permission granted 7 August 2024 |
| ii        | <b>24/01429/FPH</b><br>1 Bunyan Close, Pirton<br><br><i>Single storey side/rear extension following demolition of existing detached garage.</i><br><br>Permission granted 15 August 2024                                                                           |
| iii       | <b>24/01176/FPH</b><br>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>Permission granted 3 September 2024                                                     |
| iv        | <b>24/01176/LBC</b><br>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>Listed Building Permission granted 3 September 2024                                     |

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Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 12 September 2024**

1. The Working Group has met formally 32 times to date.
2. The invitation to tender for construction and demolition was published on the Find a Tender website on 29<sup>th</sup> July.
3. Arrangements were made to place a public notice in the Comet with the tender process details.
4. Tender submissions were requested by 10.00 on the 10<sup>th</sup> September.
5. The Parish Clerk will “open” the electronic submissions at 12.00 on the 10<sup>th</sup> September, and then forward them to the Working Group and QS for assessment.
6. Initial indications were that we may receive up to 13 tenders.
7. The aim will be to select 3 or 4 tenderers for interview on the 19<sup>th</sup> September, and for the PPC to endorse the preferred contractor at an EGM on the 3<sup>rd</sup> October following a recommendation from the Working Group and the QS.

**Building**

8. A meeting was held with Simon Knight, Architect. He will submit the response to 3 planning conditions shortly. He will also submit for Building Regulations approval. A discussion on potential cost saving for the entrance retaining wall were useful. Final decisions can be made later in the process.

**Costs and funding**

9. The funding gap is now around £175k although we hope to save c£50k of cost through value engineering.
10. We have had a good response to the note to each house seeking donations/pledges, and are also seeking funding from potential patrons/sponsors. We hope to raise a further £40k or so.
11. If we defer works (eg demolition), and carry out bar/kitchen fit-out using existing equipment and local expertise we believe that this will close the remaining gap of c£85k.
12. We have applied for the £400k loan from the PWLB, who have asked a number of questions which we are responding to.

**Charity application**

13. Following the Charity Commission’s response, and the PPC EGM on the 23<sup>rd</sup> August, it was decided that the PPC will contract for the new pavilion. This removes any risk of incurring VAT on the build.
14. The Working Group recommend that HMRC are requested to advise whether the pavilion would be zero rated for VAT if contracted by a CIO.
15. It was not possible to answer the Charity Commissions questions with required documentation within the two-week timescale requested. The application is therefore on hold.

**Management Arrangements**

16. Following the decision above, a license is now required between PPC and PSSC for the day-to-day management of the pavilion.
17. Although this doesn’t need to be drafted by a lawyer, we will ask one to look over the document and provide any comments.

**Storage**

18. The two additional containers have now been procured and installed. Thanks to Steve Smith for making the necessary arrangements for this.
19. Some material that may contain asbestos was identified in the storage building. The survey that was carried out some years ago couldn’t access the small room containing this material as the door was locked. Advice is being sought on how to deal with this material.
20. Once the storage building is emptied and clear of any asbestos it is proposed that a working party demolishes the storage building and that the wood is used for the Bonfire night bonfire.

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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.

Simon Maple

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

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