

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in Pirton Village Hall on 10 October 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, Cllr N Topliff

In attendance:

Mr Edward Roberts (Parish Clerk)

~~~~~

**24-115 To receive and accept apologies for absence.**

No apologies for absence had been received.

**24-116 Public Participation**

One member of the public was present, along with District Cllr C Strong. Matters raised from the floor were the Water Tower planning appeal and the application for the development of West Lane Farm. These were covered under Item 24-125. He also contributed to the discussion on flooding in West Lane.

**24-117 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.

**24-118 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 12 September 2024 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 12 September 2024, be approved as a true and accurate record of the proceedings and be duly signed.

**24-119 To confirm and sign the Minutes of the Parish Council Extraordinary Meeting held on Thursday 3 October 2024 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 3 October 2024, be approved as a true and accurate record of the proceedings and be duly signed.

**24-120 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 30 September 2024: Unity Trust Account £83645.88
- b. It was **RESOLVED** that payments totalling £6149.73 as detailed on the monthly Finance Statement (Appendix A) be made.

**24-121 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.

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

He reported that the application for borrowing approval was moving forward and he was waiting for a response from his email sent on 26 September.

A letter regarding a VAT zero-rated build of the new pavilion had been sent to HMRC on 26 September. No response had yet been forthcoming. A VAT reclaim had been posted to HMRC on 8 October in the sum of £5458.

A further email had been received from Waldon Telecom regarding the installation of a new mast at the Recreation Ground. A 360 degree panorama of the site was to be taken on 10 October and the email continued with a discussion of the requirements for crane access. The impression given was that the installation of a mast was going ahead. The Clerk responded by asking for details and confirmation of the installation. He also pointed out that the access track and adjoining land did not belong to the Parish Council. A response is still awaited.

A letter was sent to North Herts Council on 10 October setting out the case for the listing of the Water Tower as a locally important heritage asset. This is separate from and independent of the response to the planning inspectorate.

The Clerk apologised for the lack of progress on installing the extra dog waste bin at the Hitchin Road end Bury entrance. He would make every effort to get it in during the next week.

**24-122 To receive the New Pavilion Working Group report.**

Cllr Maple had circulated his report (Appendix C). The Football Foundation (FF) appeared to be looking favourably on the grant application and had indicated that a higher sum than initially suggested should be applied for. The application was to be submitted this week.

The Clerk was asked to chase up the £400k loan approval as the deadline was fast approaching when the FF needed to see that funding was in place.

The Parish Council would pay for the removal of the asbestos in the storage shed at the Recreation Ground and the Clerk would issue a purchase order for the work.

It was agreed that a meeting should be held with Waldon Telecom and all interested parties to discuss Waldon's intentions and the siting of the proposed mast. Public money had been spent on the new pavilion project and the installation of a mast would put all the public good done so far on the project at risk.

Proposed by Cllr Burleigh and seconded by Cllr Goodman that the requests in the report be complied with. Namely:

- a. Note the contents of the update.
- b. Provide any comments or direction on the matters contained in the update.
- c. Request the Clerk to chase up the PWLB loan application.
- d. Authorise the Clerk to submit the FF grant application by 11 October.
- e. Note that the proposed EM on 16 January 2025 is not required.
- f. Approve the draft PPC/PSSC licence for legal check
- g. Instruct the removal of asbestos in the storage building
- h. Reject the proposals for a telecoms mast (in so far as possible).

The above all **APPROVED** by those present.

**24-123 To approve the submission of a grant application to the Football Foundation in the sum of £480,000.**

Cllr Maple pointed out that the application did not actually require a stated sum to be applied for, so this was removed from the motion. Proposed by Cllr Rogers and seconded by Cllr Burleigh, that a grant application be submitted to the Football Foundation. **APPROVED** by all present.

**24-124 To approve spending of up to £1200 to remove asbestos from the storage shed at the Recreation Ground**

Proposed by Cllr Rogers and seconded by Cllr Goodman, that a sum not to exceed £1200 be spent on the removal of asbestos from the storage shed by a licensed contractor. **APPROVED** by all present. *Note that a quote for £750 + VAT had already been received and would be actioned.*

**24-125 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllrs Rowe and Burleigh went over the draft responses that had been circulated. There were no objections to the fences at the Recreation Ground. Submissions had been encouraged from residents to the Planning Inspectorate in respect of the Water Tower appeal. On the West Lane Farm application, it was agreed that this should not be a Class Q application as it was essentially a rebuild and should require full planning permission.
- b. To receive an update on Blakeney Homes. This item will be removed from future agendas.
- c. To receive an update on West Lane Farm. Planning aspects had been discussed under Applications. It was noted that the other barn conversion had been broken into and white goods removed.
- d. To receive an update on Wright's Farm. Cllr Parkin reported that she had received a large amount of material from her FOI request and some interesting things had come out. Further responses will be forthcoming.

**24-126 To select a contractor and agree the costs of dealing with the overgrown hedge and trees at the Recreation Ground.**

It was agreed that the hedge, although not of any great note, should remain and should be trimmed back rather than be removed. Proposed by Cllr Rogers and seconded by Cllr Parkin, that A&B Gardening be tasked with the work in line with their quote of £1580 + VAT. **AGREED** by all present.

**24-127 To receive an update on Pirton road safety issues, including speed limits**

Cllr Parkin reported that County Cllr D Barnard had informed HCC Highways that the Parish Council wished to go ahead with the scheme, as agreed at the meeting in November 2023. This would then be included in the budget for the current financial year. Confirmation from HCC has not yet been received.

**24-128 To receive an update from the Communications Working Group.**

Cllr Goodman reported that the Pirton Youth Group is no longer operating due to a lack of volunteers, so they have been removed from the pirton.org website. They can be easily reinstated if necessary. She had also found some statistics as to the site usage which showed that there was good interest across the weeks.

**24-129 To discuss the next newsletter.**

Cllr Maple had received some articles so far, but needed the remaining contributions as soon as possible. Printing was pencilled in for 18 – 24 October, with distribution on 5 November.

**24-130 To agree a course of action for repairs to the railings and posts at Blacksmiths Pond.**

Cllr Rowe agreed to look into the possibility of grants to replace the railings. Cllr Strong stated that the Southern Rural Fund might be a possibility, but needed match funding from the Council and would require full costings for an application to go ahead. The Clerk was asked to supply the Land Registry document to determine the boundaries.

**24-131 To agree actions to clear the ditches on Walnut Tree Road.**

This item had been deferred from September's meeting. Cllr Burleigh would make enquiries regarding the provision of a digger and driver from local sources.

**24-132 To discuss the flooding problems at West Lane and summarise the actions taken to date.**

The importance of residents reporting flooding on the HCC Highways website was stressed. The Parish Council had still not received the results from the HCC survey and it was proving difficult to get a response.

A resident postulated a solution to improve the drainage as the pipe that entered an accessible manhole appeared to be blocked, not allowing water to drain down. There was some dispute over who had authority over this, as there was disagreement between HCC Highways and Anglian Water. Cllr Parkin suggested attendance at an HCC general meeting to put a question. This action was endorsed by the members present. Cllr Parkin will draft a suitable question.

**24-133 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Little to report on Footpath 005. The landowner does not want it improved and on consideration it does not appear too bad for access.
- b. S106 Projects. Nil
- c. Village Environment. Cllr Strong brought up the state of Walnut Tree Road where there had been previous flooding. Although potholes had been patched, the road was now in a poor condition. Cllr Maple made the point that before any road repairs took place, the drainage problems needed to be sorted out. Cllr Burleigh agreed to chase this.
- d. Bury Trust. Topics covered by Cllr Parkin's report included thistle management, interpretation boards, the water trough, the Toot pond and hedging.
- e. Village Hall. Cllr Parkin's report included S106 monies, a kitchen update and a possible rise in hire rates.

**24-134 To suggest items for the next meeting of the Parish Council to be held on Thursday 14 November 2024 at Pirton Village Hall at 7.45pm.**

No items for the next meeting were suggested.

**Meeting Closed: 9.48 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

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

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

Appendix A – Monthly Finance Statement

## Pirton Parish Council

### Bank Reconciliation at 30/09/2024

|                                   |            |                  |
|-----------------------------------|------------|------------------|
| Cash in Hand 01/04/2024           |            | 79,496.56        |
| <b>ADD</b>                        |            |                  |
| Receipts 01/04/2024 - 30/09/2024  |            | 80,207.46        |
|                                   |            | 159,704.02       |
| <b>SUBTRACT</b>                   |            |                  |
| Payments 01/04/2024 - 30/09/2024  |            | 76,058.14        |
| <b>A Cash in Hand 30/09/2024</b>  |            | <b>83,645.88</b> |
| (per Cash Book)                   |            |                  |
| <br>                              |            |                  |
| Cash in hand per Bank Statements  |            |                  |
| Petty Cash                        | 30/09/2024 | 0.00             |
| Pirton Parish Council Unity Trust | 30/09/2024 | 83,645.88        |
|                                   |            | <b>83,645.88</b> |
| <br>                              |            |                  |
| Less unrepresented payments       |            | 83,645.88        |
| <br>                              |            |                  |
| Plus unrepresented receipts       |            |                  |
| <br>                              |            |                  |
| <b>B Adjusted Bank Balance</b>    |            | <b>83,645.88</b> |
| <br>                              |            |                  |
| <b>A = B Checks out OK</b>        |            |                  |

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

### Payments

| Code                   | Date       |                                           |                         |   |                 |               |  |                 |
|------------------------|------------|-------------------------------------------|-------------------------|---|-----------------|---------------|--|-----------------|
| Bank Charges           | 30/09/2024 | Bank Charges                              | Unity Trust Bank        | Z | 18.00           |               |  | 18.00           |
| Salary                 | 10/10/2024 | Salary                                    | Edward Roberts (Clerk)  | Z | 657.14          |               |  | 657.14          |
| Tax                    | 10/10/2024 | Tax & Employers NI                        | HMRC Clerk's Tax        | Z | 164.20          |               |  | 164.20          |
| Room (Office Expenses) | 10/10/2024 | Expenses                                  | Edward Roberts (Clerk)  | Z | 30.00           |               |  | 30.00           |
| Employer's NI          | 10/10/2024 | Tax & Employers NI                        | HMRC Clerk's Tax        | Z | 8.74            |               |  | 8.74            |
| Website/IT             | 10/10/2024 | Website Hosting                           | Matt Porter Web Design  | Z | 184.80          |               |  | 184.80          |
| Room Hire              | 10/10/2024 | Room Hire                                 | Village Hall            | Z | 21.25           |               |  | 21.25           |
| Telephone              | 10/10/2024 | Expenses                                  | Edward Roberts (Clerk)  | Z | 20.00           |               |  | 20.00           |
| Stationery             | 10/10/2024 | Expenses                                  | Edward Roberts (Clerk)  | Z | 11.00           |               |  | 11.00           |
| Postage & Mileage      | 10/10/2024 | Expenses                                  | Edward Roberts (Clerk)  | Z | 16.20           |               |  | 16.20           |
| Sports Pavilion        | 10/10/2024 | New Pavilion Planning Application Service | London Building Control | Z | 215.00          |               |  | 215.00          |
| Sports Pavilion        | 10/10/2024 | New Pavilion Building Control             | London Building Control | S | 2,000.00        | 400.00        |  | 2,400.00        |
| Grass Cutting Rec      | 10/10/2024 | Rec Grass Cutting                         | A&B Gardening           | S | 187.50          | 37.50         |  | 225.00          |
| Sports Pavilion        | 10/10/2024 | Q S Fees                                  | RLP Surveyors           | S | 1,375.00        | 275.00        |  | 1,650.00        |
| Street Cleaner         | 10/10/2024 | Street Cleaning                           | Tony Smart              | Z | 208.40          |               |  | 208.40          |
| Village Greens         | 10/10/2024 | Village Greens Grass                      | Andrew Burton           | Z | 320.00          |               |  | 320.00          |
|                        |            |                                           |                         |   | <b>5,437.23</b> | <b>712.50</b> |  | <b>6,149.73</b> |

### Receipts

| Code          | Date       |                      | Supplier           |   | VAT Type        |  |                 |
|---------------|------------|----------------------|--------------------|---|-----------------|--|-----------------|
| Miscellaneous | 25/09/2024 | Bury Trust Insurance | Bury Trust         | Z | 122.52          |  | 122.52          |
| New Pavilion  | 27/09/2024 | Donation             | Ann Langley        | Z | 20.00           |  | 20.00           |
| New Pavilion  | 30/09/2024 | Donation             | Cathy Stephen      | Z | 150.00          |  | 150.00          |
| Tennis Club   | 01/10/2024 | Tennis Club Rental   | Pirton Tennis Club | Z | 1,631.34        |  | 1,631.34        |
| New Pavilion  | 07/10/2024 | Donation             | Doner              | Z | 200.00          |  | 200.00          |
| New Pavilion  | 07/10/2024 | Donation             | Doner              | Z | 100.00          |  | 100.00          |
| New Pavilion  | 07/10/2024 | Donation             | Doner              | Z | 125.00          |  | 125.00          |
| <b>Total</b>  |            |                      |                    |   | <b>2,348.86</b> |  | <b>2,348.86</b> |

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

Appendix B – Planning Applications

|     | Reference                                                                                        | Detail                                                                                                                                                                                                                                                                                                        |
|-----|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i   | <b>24/01585/FP</b>                                                                               | Pirton Recreation Ground, Walnut Tree Road, Pirton<br><br><i>Installation of two 4m high metal fences</i><br><br>Comments to Thomas Howe by 11 October 2024<br><br><b>No objections</b>                                                                                                                       |
| ii  | <b>24/00403/OP</b><br><br><b>Appeal ref:</b><br><br><b>APP/X1925/W/24/3</b><br><br><b>348028</b> | Pirton Water Tower, Priors Hill, Pirton<br><br><i>Outline Planning Application for one detached dwelling and garage following demolition of existing water tower (all matters reserved)</i><br><br>Comments to planning inspectorate by 17 October 2024<br><br><b>Object on similar grounds as previously</b> |
| iii | <b>24/02074/PNQ</b>                                                                              | West Lane Farm, West Lane, Pirton<br><br><i>Prior Approval Class Q Agric to Dwelling : Conversion of existing barn into four dwelling houses</i><br><br>Comments to Thomas Howe by 19 October 2024<br><br><b>Object as does not meet criteria for Class Q</b>                                                 |

**Planning Decisions** (for information only)

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

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



Appendix C – New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 10<sup>th</sup> October 2024**

1. The Working Group has met formally 33 times to date.
2. Following the interviews with 3 of the 15 tenderers the QS's report was produced recommending Parrott Construction as the preferred bidder.
3. The working group endorsed this recommendation to the PPC EGM meeting on the 3<sup>rd</sup> October.

**Costs and funding**

4. The tender price is about £86k higher than we had been expecting.
5. The grant application to the Football Foundation is now proposed to be £480k rather than the £400k assumed previously.
6. The cost and funding plan had been updated and the funding gap is now around £42k following a number of adjustments. This gap needs to be closed by a combination of value engineering and additional fund raising.
7. One of the changes to the cost plan was a reduction in contingency. This had been £75k plus £6k for stage 5/6. This has been reduced to £60k in line with the QS recommendation. It represents about 5% of the cost to go.
8. Tenderers complimented the team on the comprehensiveness of the tender pack – level of design detail and quantified statement of work. This should reduce the level of uncertainty and need for contingency, some of which was intended to cover the design.
9. Key risks remaining are: Inflation pre contacting, Archaeology, Electric supply and ground conditions.
10. We have had a good response to the note to each house seeking donations/pledges, and are making progress with significant funding from potential patrons/sponsors.
11. We have applied for the £400k loan from the PWLB, who have asked a number of questions which were responded to. We need this to be confirmed to support the Football Foundation grant submission, and the Clerk is requested to chase this up.
12. The submission to the Football Foundation for a £480k grant has been prepared on line. Key features of the submission are a demonstration that there will be increasing numbers of women and girls playing football, that there will be increasing use for other sports, that we have carried out community engagement and taken account of it (including for under-represented groups), and that we are seeking to tackle inequalities including people with disabilities or long term-health conditions. The application includes Income and expenditure forecasts for 5 years.
13. The FF grant application is due to be submitted by 11<sup>th</sup> October, for a decision by 16<sup>th</sup> January 2025. PPC is requested to authorise the application on behalf of PPC.

**Contracting for construction**

14. The FF have advised that following a grant decision by 16<sup>th</sup> January there will need to be an offer letter sent (with conditions) and acceptance by the PPC. They are suggesting therefore, that we need to delay our intended contract date for construction by 2-4 weeks (from 17<sup>th</sup> January).
15. The PPC EGM planned for the 16<sup>th</sup> January to consider entering into the construction contract will not be required, and the decision can either be made at the PPC meeting on 13<sup>th</sup> February, or at an EGM on a suitable date.
16. The benefit of the delay is that ground conditions may be better for the foundation construction. The downsides are that it increases inflation risk and makes completion before Christmas 2025 more risky.
17. Negotiations with the preferred bidder will be required pre contact to confirm value engineering options, and final price.

**Building**

18. Simon Knight had submitted the responses to 3 planning conditions (Drainage design, archaeology and swift boxes). He had also submitted for Building Regulations approval for the design.
19. If the Archaeology report is accepted, we will need to dig two trenches (one 15x2m, and one 5x2m) which will be monitored for archaeology before we can commence construction. The aim is to do this in November/December.

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

**Management Arrangements**

- 20. A license is now required between PPC and PSSC for the day-to-day management of the pavilion.
- 21. A draft was circulated to both PSSC and PPC. No comments have been received to date. PPC is requested to either provide comments or approve the license subject to a legal check.

**Storage**

- 22. Some material that may contain asbestos was identified in the storage building. Two contractors have been to look at this and it is confirmed that asbestos is present. Only one quote has been received (for £750 + VAT), and it is recommended that PPC instructs removal (financial authority was agreed at the previous meeting).
- 23. Another issue is that the 3-phase mains supply to the pavilion goes into the storage building, and then loops out to the pavilion. A way to cap off the storage building supply will be needed before the building demolition, which is therefore deferred.

**Telecoms Mast**

- 24. A company has been surveying the Recreation Ground as a site for a new telecoms mast. They are proposing to situate it be situated behind the new pavilion. There are a number of issues with this:
  - a. It would take up several parking spaces
  - b. It may restrict access through the car park
  - c. It will interfere with the drainage arrangements that we have submitted
  - d. They would like trees on the access road to be pruned to allow crane access (and the owner does not agree to this)
  - e. They would like a concrete bollard to be removed (but reinstated)
  - f. They will presumably need electrical power for this, and there is no spare power capacity from the existing supply
  - g. There will be difficulties in doing this while we are building a new pavilion
- 25. The company was planning to attend site on 10<sup>th</sup> October to carry out a panoramic survey, and would also like a site meeting to discuss the access options for the crane.
- 26. Issues with the access road are not in PPC's gift. Depending on the legal rights for this work, it is recommended that PPC seek to reject the proposals for the reasons above.
- 27. 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. REQUEST the Clerk to chase up the PWLB loan submission.
  - d. AUTHORISE the Clerk to submit the FF grant application by 11<sup>th</sup> October.
  - e. NOTE that the proposed EGM on 16<sup>th</sup> January 2025 is not required.
  - f. APPROVE the draft PPC/PSSC license for legal check.
  - g. INSTRUCT the removal of asbestos in the storage building.
  - h. REJECT the proposals for a telecoms mast (in so far as possible).

Simon Maple

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

---

PIRTON PARISH COUNCIL

MINUTES: 10 October 2024

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

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