

# Pirton Parish Council



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

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

**Present:**

Cllr D Burleigh(Chair), Cllr A Goodman, Cllr S Maple, Cllr N Rowe

**In attendance:**

Mr Edward Roberts (Parish Clerk)



**24-155 To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from Cllrs Parkin, Rogers and Topliff, District and County Cllr D Barnard and District Cllr C Strong.

**24-156 Public Participation**

One member of the public was present to explain the position of the village hall committee with regard to the chain restricting access to the disabled parking area. This had been installed to prevent misuse of the parking bays, but it was appreciated that it might also restrict access for disabled drivers. The chain would be removed.

**24-157 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, Cllr Burleigh as a member of the Wrights Farm Working Group and Cllr Maple as a member of the PSSC.

**24-158 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 14 November 2024 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 14 November 2024, be approved as a true and accurate record of the proceedings and be duly signed.

**24-159 To confirm and sign the Minutes of the Parish Council Annual Budget Meeting held on Thursday 21 November 2024 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Annual Budget Meeting held on 21 November 2024, be approved as a true and accurate record of the proceedings and be duly signed.

**24-160 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 30 November 2024: Unity Trust Account £79,101.42
- b. It was **RESOLVED** that payments totalling £1700.09 as detailed on the monthly Finance Statement (Appendix A) be made.

**24-161 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 he had emailed the Parkinson Partnership regarding the possible registration of the new pavilion for VAT purposes and had been reassured that if a peppercorn rent was charged to the Pirton Sports & Social Club, then the VAT option to tax would not apply.

He had looked at the allotment charges of other councils and Pirton’s appeared to be largely in line. He had also investigated overtime rates for Clerks and confirmed that they were normally paid at the standard hourly rate. There were no published overtime rates for Clerks. He had chased the matter of the light at the Recreation Ground car park and his contact had agreed to inspect the location during his routine round of inspections in December. Nothing had yet been reported back.

The Clerk would be on leave from 23 December 2024 to 3 January 2025, but would issue the agenda for January’s meeting on the 2<sup>nd</sup> in the normal way.

**24-162 To receive the internal audit report from April Skies accounting and note the observations.**

The Clerk ran through the report and observations, which had previously been brought to the attention of Councillors at the Annual Budget Meeting in November.

**24-163 To approve delegated powers to the Clerk to sign off, in writing, variations to the construction contract for the new pavilion up to the sum of £TBA, in accordance with the Council’s Financial Regulations dated 11 July 2024, paragraph 14.2, following direction from the designated Clerk of Works for the project. Such sums to be brought before the full council at the next available opportunity.**

Cllr Maple explained the possible scenario covered by this item and that in reality any changes would go via the architect. It was suggested that unanimous approval from the architect, quantity surveyor and clerk of works should be sought for any variations.

Proposed by Cllr Burleigh and seconded by Cllr Rowe, that the Clerk be given delegated powers to sign off, in writing, variations to the construction contract for the new pavilion up to the sum of £5000, in accordance with the Council’s Financial Regulations dated 11 July 2024, paragraph 14.2, following direction from the designated Clerk of Works for the project and the unanimous approval of the architect and quantity surveyor. Such sums were to be brought before the full council at the next available opportunity. **AGREED** by all present.

**24-164 To receive the New Pavilion Working Group report.**

Cllr Maple had circulated the report (Appendix C). There was some discussion over the provision of a Performance Bond for the project and Cllr Burleigh agreed to contact various organisations to check if this was standard practice for local authorities. She also raised the question of succession planning for the contractor. The provision of a Performance Bond would be on the agenda in January.

The Football Foundation had come back with a number of questions on the application following a peer review. These have been addressed by the working group.

Cllr Burleigh was still working on the document covering management arrangements for the new pavilion, but to date the Football Foundation had not asked for a signed copy.

**24-165 To review and approve the following documents:**

- a. Document 017 Protocol for Dealing with Developers
- b. RA 002 Street Cleaner
- c. RA 003 Strimmer
- d. RA 004 Clean-up/Action Day

Signed: _____ Dated: _____
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- e. RA006 Play Areas
- f. RA007 Fire PSSC
- g. RA 008 Pond Work

A number of suggestions were made for amendments and additions to the documents and these would be added by the Clerk prior to re-publication. Otherwise, the documents were **APPROVED** by all present.

**24-166 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllrs Burleigh and Rowe had circulated drafts of responses and these would be processed by the Clerk.
- b. To receive an update on West Lane Farm. Cllr Rowe was still in correspondence over the Class Q approval and the conditions having not been met.
- c. To receive an update on Wright's Farm. Cllr Parkin was trying to find out the current status of the planning application for the site but had not received a response to date. Damage to the buildings had been reported and HCC were actioning repairs.

**24-167 To receive an update on Pirton road safety issues, including speed limits.**

Cllr Parkin noted her thanks to the resident who reported the flooding in Walnut Tree Road to Highways. She had also made enquiries about the 20mph scheme for Pirton but had not received a reply.

Cllr Maple had received an unsatisfactory response to his report on the flooding in the High Street and it was agreed that this should be passed on to County Cllr D Barnard.

It was agreed that a multi-agency meeting needed to be arranged to address the West Lane flooding. Cllr Burleigh agreed to liaise with Cllr Parkin.

**24-168 To receive an update from the Communications Working Group.**

Cllr Goodman noted that there was little to report, although she would liaise with Cllr Maple over an update to the new pavilion page on the website.

**24-169 To discuss the provision and funding of a bench on Hambridge Way.**

Proposed by Cllr Rowe, seconded by Cllr Maple and **AGREED** by all present, that a grant of £200 be given towards the cost of installing a bench, subject to gaining written permission from the landowner. The quote received from Setter was for £315 + VAT and £100 had already been promised towards the cost.

**24-170 To agree a course of action for repairs to the railings and posts at Blacksmiths Pond.**

With the constant flooding and poor weather there was nothing to report on this item.

**24-171 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Nil,
- b. S106 Projects. Nil
- c. Village Environment. Until the flooding subsided there was little that could be done. Cllr Burleigh had had some success in her campaign to correct the information on the board at Pryors Hill. Responses from some quarters had been positive, but there was more to be done.
- d. Bury Trust. An updated financial draft plan had been circulated by Cllr Maple. He was thanked by the Chairman for his work.
- e. Village Hall. Cllr Parkin had circulated her report from the committee meeting.

**24-172 To suggest items for the next meeting of the Parish Council to be held on Thursday 9 January 2025 at Pirton Village Hall at 7.45pm.**

Nil

Meeting Closed: 9.25 pm.

PIRTON PARISH COUNCIL

MINUTES: 12 December 2024

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

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

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 30/11/2024

Cash in Hand 01/04/2024		79,496.56
<b>ADD</b>		
Receipts 01/04/2024 - 30/11/2024		88,625.99
		168,122.55
<b>SUBTRACT</b>		
Payments 01/04/2024 - 30/11/2024		89,021.13
<b>A Cash in Hand 30/11/2024</b>		<b>79,101.42</b>
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	30/11/2024	0.00
Pirton Parish Council Unity Trust	30/11/2024	79,101.42
		<b>79,101.42</b>
Less unrepresented payments		79,101.42
Plus unrepresented receipts		
<b>B Adjusted Bank Balance</b>		<b>79,101.42</b>
<b>A = B Checks out OK</b>		

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### Payments

Bank Charges	30/11/2024	Bank Charges	Unity Trust Bank	Z	6.00	6.00
Salary	12/12/2024	Salary	Edward Roberts (Clerk)	Z	753.88	753.88
Tax	12/12/2024	Tax & Employers NI	HMRC Clerk's Tax	Z	188.60	188.60
Employer's NI	12/12/2024	Tax & Employers NI	HMRC Clerk's Tax	Z	25.46	25.46
Room (Office Expenses)	12/12/2024	Expenses	Edward Roberts (Clerk)	Z	30.00	30.00
Telephone	12/12/2024	Expenses	Edward Roberts (Clerk)	Z	20.00	20.00
Postage & Mileage	12/12/2024	Expenses	Edward Roberts (Clerk)	Z	20.25	20.25
Audits	12/12/2024	Internal Audit	AprilSkies Accounting	Z	180.00	180.00
Room Hire	12/12/2024	Room Hire	Village Hall	Z	42.50	42.50
Street Cleaner	12/12/2024	Street Cleaning	Tony Smart	Z	208.40	208.40
Grass Cutting Rec	12/12/2024	Rec Grass Cutting	A&B Gardening	S	187.50	37.50 225.00
<b>Total</b>					<b>1,662.59</b>	<b>37.50 1,700.09</b>

### Receipts

New Pavilion	15/11/2024	Donation	J Charlesworth	200.00	200.00
New Pavilion	18/11/2024	Donation	Ryan Roberts	500.00	500.00
New Pavilion	02/12/2024	Donation	Carol Smith	50.00	50.00
New Pavilion	05/12/2024	Donation	Pirton Sports and Social Club (PSSC) Pavilionfest	360.00	360.00
New Pavilion	11/12/2024	Donation	Vanessa Cole Art Project	1,157.70	1,157.70
<b>Total</b>				<b>2,267.70</b>	<b>2,267.70</b>

Appendix B – Planning Applications

	Reference	Detail
i	<b>24/01824/S73</b>	<p>Pirton Hall, Shillington Road, Pirton</p> <p><i>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.</i></p> <p>Comments to Tom Rea by 11 December 2024 (extended to 13 December)</p> <p><b>Comments sent regarding the roof height and materials not meeting the relevant criteria.</b></p>
ii	<b>24/02537/FPH</b>	<p>81 High Street, Pirton</p> <p><i>Two storey rear extension and alterations to fenestration</i></p> <p>Comments to Andrew Hunter by 8 December 2024 (extended to 13 December)</p> <p><b>No objections.</b></p>

**Planning Decisions** (for information only)

	Reference	Detail
i	<b>24/02156/FPH</b>	<p>30 Shillington Road, Pirton</p> <p><i>Single storey rear extension. Removal of two garage doors and replace with windows and insertion of two rooflights to existing garage to facilitate garage conversion into art studio. Alterations to fenestration of main dwelling and garage. Erection of detached shed in side garden</i></p> <p>Permission granted 20 November 2024</p>
ii	<b>24/02235/FPH</b>	<p>18 Bunyan Close, Pirton</p> <p><i>Single storey front extension (as amended by plan received 25/10/24)</i></p> <p>Permission granted 5 December 2024</p>

Signed: _____ Dated: _____
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Appendix C - New Pavilion Working Group Report

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

1. The Working Group has met formally 35 times to date.

**Building**

2. The trenches were dug to check for archaeology – none was found.
3. Simon Knight had submitted the responses to 4 planning conditions (Drainage design, construction management plan, archaeology and swift boxes). He had also submitted for Building Regulations approval for the design.
4. NHDC have confirmed that all 4 of these planning conditions have been approved.
5. Seven points have been raised on the Building Regulations design approval, and Simon Knight is dealing with these.
6. A meeting is to be held with the QS and the Contractor on Weds 11<sup>th</sup> December to provide an update, and to discuss VE items and contract details that will need agreement to allow confirmation of a final contract price.

**Contracting for construction**

7. The Working Group have considered the cost and benefit of a Performance Bond to provide contractual protection to the PPC during construction. The Group did not recommend proceeding with this.
8. However, Cllr Nick Rowe has done some research into this and believes that most local authorities use them.
9. The current view is that the cost may be £5-10k for a £100k bond which would potentially cover c10% of the contract price.
10. PPC will need to decide whether it wishes to proceed with a Bond.

**Costs and funding**

11. The team that we have been dealing with on the Football Foundation grant prepared their paper on our application. This was peer reviewed which raised a number of questions. We have met with them twice to discuss these, and will meet again on the 12<sup>th</sup> December.
12. The team will then finalise their paper for submission to the panel by 10.00 on the 17<sup>th</sup> December. The panel will meet on the 16<sup>th</sup> January 2025, and make their decision.
13. The questions raised were:
  - a. Views have changed over the last 8 or 9 months and the expectation now is that the Football club should be accredited to 2\* level for a grant of this size.
  - b. Could there be a more ambitious plan for Cricket club development.
  - c. Could the cost be reduced, at least below the £500k threshold.
14. We have been working on these three:
  - a. The Football Club used to have 2\* accreditation but the rules changed causing a downgrading. In the long term the growth of women and girls' football is part of the development plan that would lead to 2\*, but this will take time as there need to be 3 registered teams. To achieve 2\* in the short term it may be possible to link with other clubs that have 2\* rating. This would either be Hitchin Belles to provide the women and girls' link, or to a club that has a disability team. The club is investigating both.
  - b. The cricket club (and tennis club) have produced more ambitious development plans which will hopefully be sufficient.
  - c. We are looking at ways to reduce the grant. We have had £8k of donations and pledges since the submitted plan, and the PSSC have confirmed a further £10k of money following the successful fireworks, and music night. On costs we expect there to be £5k more of VE as a result of reduced ramp retaining wall, and £5k deferment of the room partition. At the QS and contractor meeting we will seek to understand any further VE or phasing savings that may be possible.
15. If we are successful with the FF grant there will be a need to raise more funds to cover deferred items, but we will have a year to do this.

Signed: _____
Dated: _____



**Management Arrangements**

- 16. A license is now required between PPC and PSSC for the day-to-day management of the pavilion.
- 17. A draft was circulated to both PSSC and PPC. Comments need taking into account and then a legal check is required.

**Storage**

- 18. UKPN came up with a plan to isolate the storage building but it would also have isolated the pavilion!
  - 19. They are visiting again on 13<sup>th</sup> December to do a trial dig and work out the best way forward.
  - 20. The supply from the pavilion to the storage building for power and lights has been isolated at the pavilion, but it is proposed to retain this underground cable to provide the supply for the construction works (subject to agreement of Parrott's).
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. DECIDE if a Performance Bond should be pursued for the Construction Contract.

Simon Maple

Signed: _____
Dated: _____