



Pirton Parish Council

Minutes of Pirton Parish Council Meeting held in Pirton Village Hall on 8 May 2025 at 7.45 pm

www.pirtonparishcouncil.org.uk

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

In attendance

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#### **25-01 To elect the Chairman.**

Proposed by Cllr Burleigh and seconded by Cllr Goodman, that Cllr Rogers be elected as Chairman. **AGREED** by all present.

#### **25-02 To elect the Vice-Chairman.**

Proposed by Cllr Maple and seconded by Cllr Rogers, that Cllr Burleigh be elected as Vice-Chairman. **AGREED** by all present.

#### **25-03 To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from Cllr Topliff.

#### **25-04 Public Participation**

Three members of the public were present. Opposite the pond. Its loss is putting pressure on the bin outside of the village shop. The Chair gave the background to its removal, it being a matter for NHDC, but the Parish Council will write to NHDC on the matter.

#### **25-05 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 Chair of the North Hertfordshire Archaeological Society, Cllr Parkin as a Trustee of the Bury Trust, Cllr Maple as a member of the Pirton Sports and Social Club, and the Pirton Tennis Club, and Cllr Rowe in connection with Rands Trust.

#### **25-06 To Confirm and sign the Minutes of the Parish Council Meeting held on Thursday 10 April 2025 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 10 April 202, be approved as a true and accurate record of the proceedings and be duly signed.

#### **25-07 To receive Bank Reconciliation and Financial Summary and to approve accounts for payments**

- a. Bank account as at 30 April 2025: Unity Trust Account £110,669.02
- b. It was **RESOLVED** that payments totalling £159,815.94 as detailed on the monthly Finance Statement (Appendix A) be made.

**25/08 To receive the Clerk's report.**

The Acting Clerk reported on the retirement of Mr Edwards as Clerk as at 30 April. He has continued to assist the Acting Clerk, and remains at present the only person able to access the Unity Bak account. The Meeting expressed thanks to Mr Edwards for his continued support. The meeting agreed that in the interim Cllr Burleigh should act as the Responsible Financial Officer.

The Clerk reported on correspondence from Waldens concerning their proposal to site a 5G Mast on the recreation ground. A meeting with them has once again been requested.

Correspondence has also been received from Gladman's concerning a proposal for a housing development on the field next to Comice Meadow. It was agreed that this information should be put on the Council's website and Facebook page.

Three applications for the post of Clerk to the Parish Council have been received. Their applications have been circulated to the HR Committee. The Clerk will contact the applicants to arrange interviews, in her absence on holiday, the Chair will liaise further with the applicants. on either the 27<sup>th</sup> or 28<sup>th</sup> May.

**25-09 To receive the Annual Internal Audit Report and discuss the recommendations.**

The report had been circulated to all councillors prior to the meeting. The Clerk drew the attention of the meeting to the remarks on Page 6-8, regarding the new pavilion project. These were summarised in the Final Audit Action Plan on page 15. Financial risks were highlighted and it was clear that the Council was aware of them and had considered them previously.

The Clerk would send the Council's responses to the auditor.

**25-10 To sign the Annual Governance Statement.**

The Annual Governance Statement was **AGREED** by the meeting and duly signed by the Chairman and Clerk.

**25-11 To approve the accounts for the financial year 2024-25 and sign the Accounting Statements in Annual Governance and Accountability Return.**

The accounts for the financial year 2024-25 were **APPROVED** by the meeting and the Accounting Statement signed by the Chairman.

**25-12 To agree the dates for the Public Rights period as suggested by the external auditor, Tuesday 3 June – Monday 14 July 2024**

The above dates for the Public Rights period were **AGREED** by the meeting.

**25-13 To receive the Pavilion Working Group Report**

Cllr Maple had circulated a report. Construction is progressing.

There will be a topping out ceremony in July. A focus remains on fundraising, and he reminded the meeting of the upcoming tennis and cricket match fundraising games. The New Pavilion Working Group is looking at options for refitting the kitchen and bar in stages to address a potential funding shortfall. A detailed cashflow was discussed, and an emphasis on timely VAT returns continues.

**25-14 Planning**

- a.** To consider Planning Applications (as in Appendix A) Cllr Rowe spoke on the application received; the planning working group had no objections to the proposals regarding 4 Bury End and this was agreed. Regarding 6 Bury End, he pointed out that most of the application was in similar terms to a previous application; he advised that the Council should point out that the property is in an archaeological alert area, and that the Conservation Management Plan for Pirton would argue against the use of rooflights. Cllr Rowe will correspond with NHDC Planning.
- b.** To receive an update of West Lane Farm. Cllr Rowe updated the meeting on his continued correspondence with NHDC

**25-15 To confirm the arrangements for insurance cover**

The Acting Clerk reminded the council that the insurance with Hiscox was on a 3-year arrangement from September 2023. The annual renewal would be in September 2024.

**25-16 To confirm bank signatories for the Pirton Parish Council Unity Trust bank account as listed: # Cllrs Amanda Goodman, Simon Maple, Jill Rogers, Nick Rowe.**

The meeting **CONFIRMED** the signatories as listed.

**25-17 To review and approve the following procedures of the Council:**

- a. Standing Orders (doc 001).**
- b. Financial Regulations (doc 003)**
- c. Freedom of Information Act 2000 Publication Scheme (doc 007).**
- d. Risk Management Policy (doc 011)**
- e. Internal Financial Controls Policy (doc 025)**
- f. Financial Reserves Policy (doc 026).**
- g. Complaints Procedure (Doc 009)**
- h. Grants policy (doc 018)**
- i. Grants application form (doc 019)**

The listed procedures were **APPROVED** by all.

**25-18 To confirm Direct Debit as the method of payment to Castle Water and the Information Commissioner (Financial Regulations 6.7).**

The meeting confirmed Direct Debit as the method of payment for Castle Water and the Information Commissioner.

**25.19 To confirm BACS as the preferred method of payment of invoices received by the Council. (Financial Regulations 6.9)**

The meeting confirmed BACS as the preferred method of payment for invoices received.

**25.20 To appoint Council representatives to organisations (doc 014a):**

- a. Tree Warden**
- b. HR Committee**
- c. Environmental Committee**
- d. Communications Working Group**
- e. Planning Working Group**
- f. New pavilion Working Group**
- g. Village Hall Committee**
- h. Bury Trust**
- i. Rands Trust**
- j. Hammonds Committee**

Representatives were appointed in line with the existing Committee Membership document (doc 014a) .

**25.21 To receive updates on Pirton road safety issues, including speed limits.**

The prospective work by Anglian Water and Herts CC Highways was noted.

**25-22 To discuss the pruning of trees on Great Green and formulate an action plan**

Cllr Burleigh had circulated a note of a meeting between herself, the Chair and Cllr Rowe, with Tree Warden Steve Kitchener. It was agreed that the first step would be to have a tree survey done on all the trees on Great Green Chipping Green and Little Green. No work can be undertaken at this time of the year. Cllr Rowe noted the special position regarding trees in conservation areas. The meeting noted the position

25.23 To determine the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of the full council. Meetings to be held at 7.45pm on the second Thursday of each month in the village hall on the following dates:

|                          |                       |                         |
|--------------------------|-----------------------|-------------------------|
| <u>12 June 2025</u>      | <u>10 July 2025</u>   | <u>14 August 2025</u>   |
| <u>11 September 2025</u> | <u>9 October 2025</u> | <u>13 November 2025</u> |
| <u>11 December 2025</u>  | <u>8 January 2026</u> | <u>12 February 2026</u> |
| <u>12 March 2025</u>     | <u>9 April 2026</u>   |                         |

with the Annual Meeting to take place on 14 May 2026.

The above dates were **AGREED** by the meeting.

25-24 To suggest items for the next meeting of the Parish Council to be held on Thursday 12 June 2025 at Pirton Village Hall at 7.45pm.

Meeting Closed: 21.18

## Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

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