

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Sports & Social Club on 10 April 2025 at 7.45
pm**

Present:

Cllr D Burleigh (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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### **24-237    To receive and accept apologies for absence.**

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

### **24-238    Public Participation**

Two members of the public attended as observers, along with District Cllr C Strong. Three representatives from Anglian Water were present to explain the forthcoming works in the village. The project is intended to alleviate some of the surface water runoff problems where householders' guttering is connected to the foul water system. Work will start in early May and run through to September. Residents affected have already been contacted. All work is at no cost and with the residents' permission. They will also be looking at Blacksmiths Pond to see if the outlet can be improved to stop flooding of the High Street. No road closures are anticipated, but these works will not solve the problems in West Lane. That is a Highways matter.

### **24-239    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 a members of the Wrights Farm Working Group and Cllr Maple as a member of the PSSC and the Tennis Club.

### **24-240    To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 13 March 2025 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 13 March 2025, be approved as a true and accurate record of the proceedings and be duly signed.

### **24-241    To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 March 2025: Unity Trust Account £162,414.66
- b. It was **RESOLVED** that payments totalling £8897.83 as detailed on the monthly Finance Statement (Appendix A) be made.

### **24-242    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.

The Clerk reported that a VAT reclaim in the sum of £2065.28 had been received, as had the first payment of the precept. All invoices for allotment rent and parking permits had been issued and payments were coming in.

All was ready for the end of year internal audit which was to take place on 16 April. The external audit paperwork had been received and the Clerk would attempt to complete some of this before he leaves at the end of the month.

Little in the way of correspondence had been received and a start had been made on the Annual Report, due in May.

The Clerk finished by thanking the members present for their assistance and cooperation during his tenure and wishing them good luck with the pavilion project.

**24-243 To receive the New Pavilion Working Group report.**

Cllr Maple had circulated the report (Appendix C). The construction contract still had to be signed by the Parish Council, but it was hoped to get this sorted soon. Despite this, work had started on site and was going well, with the good weather enabling the foundations to be laid without any real problems.

There was still a need to raise funds to cover potentially deferred items, but there is a year to do this. All but one of the pledges has now been paid, so thanks to all concerned. A fund raising tennis match and a cricket match will be held in May and July. There are still opportunities to seek sponsorship for naming rights to rooms and the pavilion itself.

The most significant risk at present is around Parish Council management of the project finances after the Parish Clerk retires at the end of this month.

**24-244 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllr Rowe spoke on the applications received and had circulated a draft response. This would be forwarded to the planners by the Clerk.
- b. To receive an update on West Lane Farm. Cllr Rowe had finally received a response on the planning conditions he had challenged. He will write back.
- c. To receive an update on Wright's Farm. It was suggested and agreed that this be taken off the list for the time being.

**24-245 To receive an update on Pirton road safety issues, including speed limits.**

County and District Cllr Barnard continued to chase Highways over the implementation of the 20mph limit and the flooding in West Lane. Cllr Burleigh would write to him regarding a meeting with all concerned parties.

**24-246 To receive an update from the Communications Working Group.**

Cllr Goodman had circulated her report. Updated material about the new pavilion would be uploaded to the website. An Instagram account was suggested and Cllr Topliff would lead on this. The next newsletter should be ready for delivery in late April or early May.

**24-247 To approve the Council's revised Financial Regulations Document 003 in light of changes to the procurement legislation.**

The Clerk ran through the changes. Proposed by Cllr Burleigh and seconded by Cllr Goodman, that the changes be approved. **AGREED** by all present.

**24-248 To approve the payment of an invoice for £15,294.00, when received, being the full price of the football club fencing at the Recreation Ground. This sum to be repaid to the**

**Parish Council by Football Foundation grant monies of £11,338.00 and a sum of £3956.00 from Lea Sports Football Club**

Proposed by Cllr Burleigh and seconded by Cllr Maple, that the payment be approved.

**AGREED** by all present.

**24-249 To discuss the pruning of the trees on Great Green and formulate an action plan.**

This matter was delegated to Cllrs Rogers, Burleigh and Rowe to investigate and report back.

**24-250 To discuss the proposal to create a bakery and coffee shop at the Motte & Bailey.**

Cllr Burleigh stressed that this was a planning and commercial matter, but was in line with the Neighbourhood Plan.

**24-251 To formulate and approve a response to the Community Governance Review consultation.**

Cllr Burleigh had circulated a draft response. This was **APPROVED** by all present and would be sent.

**24-252 To receive an update for repairs to the railings and posts at Blacksmiths Pond.**

Despite the recent good weather, there was nothing further to report on this item.

**24-253 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Nil
- b. S106 Projects. Nil
- c. Village Environment. Cllr Goodman had circulated an email covering topics including the construction of a bug hotel at the Recreation Ground, the situation with regard to the ditch on Walnut Tree Road, the paving slabs that had been laid by Saxon Rise resident to improve the path into the village and a meeting with Anglian Water.
- d. Bury Trust. Cllr Goodman reported on the replacement of damaged fencing, grazing and an archaeological review by North Herts Archaeological Society of the recent hole dug at the base of Jack's Path. The team were thanked for their work.
- e. Village Hall. Cllr Parkin reported that the village hall was carrying out a review of their level and method of charging hirers.
- f. Play Areas. Nil.

**24-254 To suggest items for the next meeting of the Parish Council to be held on Thursday 8 May 2025 at Pirton Village Hall at 7.45pm.**

No items were suggested.

**Meeting Closed: 9.30 pm.**

**Note:** At the end of the meeting a tribute to the retiring Clerk was read out and a presentation made.

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 31/03/2025

|                                   |            |            |                   |
|-----------------------------------|------------|------------|-------------------|
| Cash in Hand 01/04/2024           |            |            | 79,496.56         |
| <b>ADD</b>                        |            |            |                   |
| Receipts 01/04/2024 - 31/03/2025  |            |            | 189,430.93        |
|                                   |            |            | 268,927.49        |
| <b>SUBTRACT</b>                   |            |            |                   |
| Payments 01/04/2024 - 31/03/2025  |            |            | 103,512.83        |
| <b>A Cash in Hand 31/03/2025</b>  |            |            | <b>165,414.66</b> |
| (per Cash Book)                   |            |            |                   |
| Cash in hand per Bank Statements  |            |            |                   |
| Petty Cash                        | 31/03/2025 | 0.00       |                   |
| Pirton Parish Council Unity Trust | 31/03/2025 | 162,414.66 |                   |
|                                   |            |            | <b>162,414.66</b> |
| Less unrepresented payments       |            |            |                   |
|                                   |            |            | 162,414.66        |
| Plus unrepresented receipts       |            |            | 3,000.00          |
| <b>B Adjusted Bank Balance</b>    |            |            | <b>165,414.66</b> |
| <b>A = B Checks out OK</b>        |            |            |                   |

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

## Payments

|                        |            |                                  |                         |   |                 |                 |                 |
|------------------------|------------|----------------------------------|-------------------------|---|-----------------|-----------------|-----------------|
| Salary                 | 10/04/2025 | Salary                           | Edward Roberts (Clerk)  | Z | 697.00          |                 | 697.00          |
| Tax                    | 10/04/2025 | Tax & Employers NI               | HMRC Clerk's Tax        | Z | 174.20          |                 | 174.20          |
| Room (Office Expenses) | 10/04/2025 | Expenses                         | Edward Roberts (Clerk)  | Z | 30.00           |                 | 30.00           |
| Telephone              | 10/04/2025 | Expenses                         | Edward Roberts (Clerk)  | Z | 20.00           |                 | 20.00           |
| Postage & Mileage      | 10/04/2025 | Expenses                         | Edward Roberts (Clerk)  | Z | 16.20           |                 | 16.20           |
| Employer's NI          | 10/04/2025 | Tax & Employers NI               | HMRC Clerk's Tax        | Z | 68.13           |                 | 68.13           |
| General Maintenance    | 10/04/2025 | Ditch Clearance                  | M J Granger             | S | 430.00          | 86.00           | 516.00          |
| Stationery             | 10/04/2025 | Expenses                         | Edward Roberts (Clerk)  | S | 29.04           | 5.82            | 34.86           |
| Room Hire              | 10/04/2025 | Room Hire                        | Village Hall            | Z | 21.25           |                 | 21.25           |
| Website/IT             | 10/04/2025 | Website Software                 | TEEC                    | S | 24.00           | 4.80            | 28.80           |
| HAPTC                  | 10/04/2025 | Annual Subscription              | HAPTC                   | Z | 780.62          |                 | 780.62          |
| Street Cleaner         | 10/04/2025 | Street Cleaning                  | Tony Smart              | Z | 208.40          |                 | 208.40          |
| Other                  | 10/04/2025 | Payment for Helen Hofton benches | Helen Hofton            | Z | 450.00          |                 | 450.00          |
| Tennis Courts (MUGA)   | 10/04/2025 | MUGA Electrical                  | Current Solutions       | S | 210.00          | 42.00           | 252.00          |
| Sports Pavilion        | 10/04/2025 | Q S Fees                         | RLP Surveyors           | S | 1,285.00        | 257.00          | 1,542.00        |
| Sports Pavilion        | 10/04/2025 | Sports Pavilion Design           | Simon Knight Architects | S | 975.00          | 195.00          | 1,170.00        |
| Sports Pavilion        | 10/04/2025 | New Pavilion Engineering         | Fairhurst               | S | 2,400.00        | 480.00          | 2,880.00        |
| Water                  | 18/04/2025 | Allotments Water                 | Castle Water            | Z | 8.37            |                 | 8.37            |
|                        |            |                                  |                         |   | <b>7,827.21</b> | <b>1,070.62</b> | <b>8,897.83</b> |

## Receipts

|                          |            |                                      |   |                  |                  |
|--------------------------|------------|--------------------------------------|---|------------------|------------------|
| Miscellaneous            | 01/04/2025 | Pirton Sports and Social Club (PSSC) | Z | 1.00             | 1.00             |
| Parking Permits          | 03/04/2025 | Etherington                          | Z | 10.00            | 10.00            |
| Allotment Rents          | 03/04/2025 | W Hill                               | Z | 40.00            | 40.00            |
| Parking Permits          | 03/04/2025 | Jarrett                              | Z | 10.00            | 10.00            |
| Allotment Rents          | 08/04/2025 | Kate Carpenter                       | Z | 38.00            | 38.00            |
| Allotment Rents          | 08/04/2025 | E Picken                             | Z | 20.00            | 20.00            |
| Allotment Rents          | 08/04/2025 | Wheeler                              | Z | 20.00            | 20.00            |
| Parking Permits          | 08/04/2025 | Ruby Bell                            | Z | 10.00            | 10.00            |
| Parking Permits          | 08/04/2025 | Brian Roscorla                       | Z | 10.00            | 10.00            |
| Tennis Club              | 08/04/2025 | Pirton Tennis Club                   | Z | 1,663.97         | 1,663.97         |
| New Pavilion PWLB/Donors | 08/04/2025 | Owain Lister                         | Z | 2,000.00         | 2,000.00         |
| Allotment Rents          | 08/04/2025 | Mark Cooper                          | Z | 40.00            | 40.00            |
| Miscellaneous            | 08/04/2025 | Lea Sports PSG                       | Z | 3,956.00         | 3,956.00         |
| Precept                  | 10/04/2025 | North Herts District Council (NHDC)  | Z | 33,584.06        | 33,584.06        |
| Allotment Rents          | 10/04/2025 | R & D Black                          | Z | 40.00            | 40.00            |
| Parking Permits          | 10/04/2025 | Terry Sargent                        | Z | 10.00            | 10.00            |
| Grants                   | 10/04/2025 | North Herts District Council (NHDC)  | Z | 415.94           | 415.94           |
|                          |            |                                      |   | <b>41,868.97</b> | <b>41,868.97</b> |

PIRTON PARISH COUNCIL

MINUTES: 10 April 2025

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

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

## Appendix B – Planning Applications

|   | Reference           | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i | <b>25/00461/FP</b>  | <p>West Lane Farm, West Lane, Pirton</p> <p><i>Replacement entrance gates and formation of permeable concrete bell mouth entrance way off Holwell Road, with timber post and rail fencing on either side of entrance way.</i></p> <p>Comments to Thomas Howe by 10 April 2025</p> <p><b>Objections were raised over this application.</b></p>                                                                                                                                                                                                                                                                                                                                                                  |
|   | <b>25/00462/FPH</b> | <p>32 Drovers Way, Pirton</p> <p><i>Erection of wooden log cabin in rear garden.</i></p> <p>Comments to Andrew Hunter by 24 April 2025</p> <p><b>No objections were raised.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|   | <b>25/00775/FPH</b> | <p>35 High Street, Pirton</p> <p><i>External alterations involving change of colour of existing render and all existing window frames. Installation of EV point, satellite receiver and external air condition unit to main dwelling. Infill of existing garage door, side door and windows, formation of new doors and windows, cladding of garage in black stained timber, and installation of external air conditioning unit to facilitate conversion of garage into habitable accommodation. Change the existing 5-bar style driveway gates in front of the detached garage to close boarded panel gates.</i></p> <p>Comments to Thomas Howe by 26 April 2025</p> <p><b>No objections were raised.</b></p> |

## Planning Decisions (for information only)

|    | Reference            | Detail                                                                                                                                      |
|----|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| i  | <b>25/00144/LDCP</b> | <p>30 Shillington Road, Pirton</p> <p><i>Single storey rear extension</i></p> <p>Certificate of Lawful Development issued 17 March 2025</p> |
| ii |                      |                                                                                                                                             |

## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 10 April 2025**

1. The Working Group has met formally 38 times to date.

**Construction**

2. The Construction Contract has been signed by the two Parrott's representatives, and now requires signing (electronically) by the PPC Chair and the Parish Clerk.
3. Progress has been very good, with foundations laid, and below ground blocs/bricks and drainage pipes.
4. The concrete slab is due to be laid on the 11<sup>th</sup> April.
5. Meetings are taking place every 2 weeks with the Architect (Simon Knight), and site meetings weekly with the Clerk of Works (Owain Lister).
6. There have been a couple of issues with the Civil Engineering design/drawings which may result in cost variations.

**Costs and funding**

7. There is still a need to raise more funds to cover potentially deferred items, but we have a year to do this.
8. Cash flow will need careful management, and some money will not be available until completion (5% of the FF grant, 5% of the NHDC grant, the RANDs grant) and VAT will need to be recovered quickly, but given PPC reserves this should be manageable.
9. The QS (RLP) has requested an additional fee of £4,350 based on the increase in construction cost from £900k to £1.2m. We have declined to accept this request.
10. We are also being asked to provide 4 collateral warranties in conjunction with the contract, at a cost of £864-£1264 plus VAT. This is not budgeted and advice is being sought.
11. All but one of the pledges have been paid (thank you to all who have done that).
12. Further donations for bricks have been made.
13. A fund-raising tennis match between the cricket and tennis clubs will be held on the 9<sup>th</sup> May, and a cricket match between the two clubs will be held on the 4<sup>th</sup> July – spectators/supporters will be very welcome!
14. A quote has been received for kitchen and bar fit out that is substantially above our budget. This is for a full installation of a commercial kitchen, but in reality existing equipment will be used as far as possible in the short term.
15. There are still opportunities to seek sponsorship for naming rights for rooms, and the pavilion. We are considering how to advertise for these.

**Management Arrangements**

16. An agreement is now required between PPC and PSSC for the day-to-day management of the new pavilion.
17. This will need to be in place before operations commence.
18. PPC are sending the draft licence to Foreman Laws for advice on its suitability.
19. The PSSC will be discussing options at its next meeting on the 14<sup>th</sup> April.

**Risks**

20. The risk around ground conditions has now reduced substantially as the foundations and substructure have progressed well. Inflation remains a risk, but the most significant risk now is around PPC management of the project finances after the Parish Clerk retires. A new clerk will take time to settle into the role without the work associated with the new pavilion project. We will need somebody to get up to speed with the project very rapidly to avoid cash flow issues in particular. There is a significant risk that there may be a gap, or an interim before a new Clerk is in post.

**Football Foundation commitments**

21. A key commitment is to achieve 2\* accreditation by the Football club. Communications have been ongoing with Hitchin Belles on the possibility of joining forces to help increase the amount of Girls' football in Pirton.



**Communications**

22. The web site needs to be updated.
23. Under the terms of the FF grant there are obligations that we need to meet regarding publicity.
24. Social media has been used to advise that there will be limited parking available during the construction, and to advise on the risks with construction traffic.
25. The Spring newsletter will be used to provide an update.
  
26. 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