

# Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in  
Pirton Village Hall on 10 July 2025 at 7.45 pm**

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

**Present:**

Cllr J Rogers (Chair), Cllr D Burleigh, Cllr S Maple, Cllr N Rowe, Cllr N Topliff

**In attendance:**

Dr Janine Budd (Parish Clerk)

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Chairman Jill Rogers opened the meeting by expressing her shock and sadness at the passing of Cllr Marilyn Parkin. She said that Cllr Parkin was a great councillor who was dogged in her determination to support the village and keep significant issues on the Council's agenda. Cllr Burleigh expressed her admiration for Cllr Parkin's commitment to asking the important questions, ensuring that she understood all aspects of an issue before coming to a decision. Cllr Parkin's hard work on the Parish Council, as a representative to the Village Hall Committee and as a Trustee to the Bury Trust was acknowledged by all councillors.

**25-47     To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from Cllr A Goodman, County and District Cllr C Strong.

**25-48     Public participation.**

One member of the public attended. They have experience in private-sector development and as a local-planning officer and offered to support the council with their response to proposed developments.

**25-49     To receive declarations of Interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

Declarations of Interest were accepted as those recorded in the book.

**25-50     To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 12 June 2025 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 12 June 2025, be approved as a true and accurate record of the proceedings and be duly signed.

**25-51     To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as of 9 July 2025 is £218,034.52
- b. It was **RESOLVED** that payments totalling £100,328.06 as detailed on the monthly Finance Statement (Appendix A) be made.
- c. It was agreed that an additional payment of £1080.00, outstanding from last month, be paid to RLP surveyors.

- d. Cllr Rogers proposed that an additional *ex gratia* payment of £100.00 be paid to retiring Clerk, Ted Roberts, as a thank you for his continued support since leaving role. Seconded by Cllr Burleigh.

**25-52 To receive the Clerk's report.**

Cllr Burleigh has notified NHDC of death of Cllr Parkin and appointment of new Clerk, Janine Budd. Vacancy for Councillor will be advertised by NHDC on 21<sup>st</sup> July.

Advice was circulated from NHDC regarding allotment boundaries – PPC has no responsibility for repairing fence.

A local family requested placing bench or planting tree at recreation to commemorate a young resident who had sadly died. Cllrs felt it would be appropriate for a life-long resident to be remembered in this way. Family will attend meeting for agreement of plans.

The hedge at the junction Royal Oak Lane and West Lane has been cut back.

A letter had been received from PSSC regarding the right of way to the recreation ground. Any ROW would have to be equally as generous as current one, which grants unrestricted access for pedestrians and vehicles in perpetuity.

A meeting was held with Cllrs Maple and Burleigh and company proposing 5G mast at recreation ground. Proposed position clashes with water treatment station for new Pavilion and a new substation would be required to power it. Cllrs questioned whether current position on water tower can be used – company will look into this.

PPC had been approached about possible development of land south of Pound Farm as developers were aware of council's policy for talking to developers. Land is part of Ickleford and Pirton parish. Cllrs are inclined to be responsive to approach, and will talk to them in two or three weeks' time.

Cllr Rogers expressed thanks for magnificent job performed by Cllr Burleigh as Acting Clerk.

**25-53 To receive the New Pavilion Working Group report and Cash Flow projection**

Cllr Maple had circulated the report (Appendix B). The roof beam, rafters and gable ends have been installed. The build may be delayed by one to three weeks.

A topping-out ceremony is scheduled for 6 August at 7 pm. Local MP may attend; he has expressed a wish to hire the current PSSC for a surgery.

Careful management of cash flow is required as some grants are only payable upon completion of the build. The forecasted shortfalls are: January 2026 -£33,000; February 2026 -£14,000; March 2026 -£2,000. Funds have been boosted by section 106 funding, a VAT reclaim, football foundation grants, a large donation and several fundraising events such as Open Gardens, a cricket match and Brewfest.

Key risks are the management and fit out of the kitchen and bar, as well as construction delays.

Colin Bassnett has offered to carry out the fire-safety checks on the new building free of charge. Cllrs are grateful for his offer and would like to take him up on this.

Thanks were expressed to the Tennis Club for painting the boards around the MUGA.

Cllr Rogers expressed thanks for all of the hard work that Alan Scott is putting into the running of PSSC.

**25-54 Planning**

**25-55 To consider Planning Applications**

No new applications to consider.

**25-56 To consider the approach from Gladman regarding possible development of a field to the East of Cornice Meadows**

Cllr Burleigh said that new planning legislation meant that objection points that had been raised to the previous planning application for this site might no longer be valid. Access to the site from the existing road is a particular concern. New housing targets for NHDC could mean that some development may well happen. The Pirton Neighbourhood Plan needs updating. Cllr Rogers acknowledged that parish residents' posts on social media reflect concerns with road safety and infrastructure, as well as the infrastructure of the drains which leads to frequent flooding. She proposed calling a community meeting to ascertain the views of residents on any future developments and priorities for S106 money, if development was to happen. Cllr Rogers requested that the member of the public present attend the community meeting to share their expertise. This member of the public, who is a Governor of Pirton School, declared an interest in increasing pupil numbers.

**25-57 To consider the consider the consultation letter from Blakeney Homes**

Access to the site was a concern. Cllr Burleigh is to look into the ownership of Cotman End and the triangle. Cllr Rowe said that he would pre-emptively contact water and utilities companies to discuss impact of possible future development. Cllr Burleigh is to reply to Blakeney homes to inform them that there are other proposed developments and that the views of residents will be sought at a community meeting. Cllr Rowe is to look into the status of Hambridge Way on the conservation management plan. Cllr Rogers stated that an increase in the number of councillors would facilitate the response to future developments.

**25-58 To receive an update on Pirton road safety issues, including speed limits.**

Nothing to report. Cllr Barnard is able to advise on road issues.

**25-59 To receive an update from the Communications Working Group.**

Nothing to report.

**25-60 To consider a request from the CPRE for a donation towards the legal costs of challenging the decision to expand Luton Airport**

Cllr Burleigh to reply that all funds have been allocated for this year.

**25-61 To appoint a representative to the Village Hall Committee and nominate a Trustee to the Bury Trust following the death of Cllr Parkin**

Cllr Rowe appointed to the Village Hall Committee. Cllr Topliff appointed as a Trustee to the Bury Trust. Cllr Rogers expressed her thanks.

**25-62 To receive reports on the following:**

**25-63 Parish Paths Partnership (P3).**

Nothing to report.

**25-64 S106 Projects**

Nothing to report.

**25-65 Village Environment.**

Nothing to report.

**25-66     Bury Trust.**

The thistles have been cut. There recent hot weather has led to there being insufficient grazing for the cows.

**25-67     Village Hall.**

Nothing to report.

**25-68     To suggest items for the next Meeting of the Parish Council to be held on Thursday, 14 August 2025 at Pirton Village Hall at 7.45 pm.**

- a. Planning and proposed developments
- b. Outcome of the community meeting
- c. Discussion of the Financial Services Compensation Scheme limit of £85,000 and implications for the PPC bank account

**Date of Next Meeting: Thursday, 14 August 2025 at Pirton Village Hall at 7.45 pm.**

**Meeting Closed: 9.43 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – New Pavilion Working Group Report

## Appendix A – Monthly Finance Statement

**Pirton Parish Council**

	<b>Bank Reconciliation at 30/06/2025</b>		
	Cash in Hand 01/04/2025		162,414.66
	<b>ADD</b>		•
	Receipts 01/04/2025 - 30/06/2025		285,771.28
			448,185.94
	<b>SUBTRACT</b>		
	Payments 01/04/2025 - 30/06/2025		230,281.42
<b>A</b>	<b>Cash in Hand 30/06/2025</b> (per Cash Book)		<b>217,904.52</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Pirton Parish Council Unity Trust 30/06/2025	225,014.52	
			<b>225,014.52</b>
	Less unrepresented payments		7,110.00
			217,904.52
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>217,904.52</b>
	<b>A = B Checks out OK</b>		

Payments

Pirton Parish Council										9 July 2025 (2025-2026)	
PAYMENTS LIST											
Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50	Water	18/06/2025		Pirton Parish Council		Allotments Water	Castle Water	Z	14.80		14.80
60	Bank Charges	30/06/2025		Pirton Parish Council		Bank Charges	Unity Trust Bank	Z	6.00		6.00
53	Professional Fees	09/07/2025		Pirton Parish Council		New Pavilion Legal Costs	Foreman Laws	S	27.45	5.49	32.94
59	Village Greens	09/07/2025		Pirton Parish Council		Village Greens Grass	Andrew Burton	Z	320.00		320.00
51	Other	10/07/2025		Pirton Parish Council		ER Consultancy	Edward Roberts (Clerk)	Z	210.96		210.96
52	Street Cleaner	10/07/2025		Pirton Parish Council		Street Cleaning	Tony Smart	Z	208.40		208.40
54	Grass Cutting Rec	10/07/2025		Pirton Parish Council		Rec Grass Cutting	A&B Gardening	Z	450.00		450.00
55	Sports Pavilion	10/07/2025		Pirton Parish Council		New Pavilion Construction	Parrott Construction	S	80,678.09	16,135.62	96,813.71
57	Room Hire	10/07/2025		Pirton Parish Council		Room Hire	Village Hall	Z	21.25		21.25
56	Sports Pavilion	10/07/2025		Pirton Parish Council		New Pavilion Construction	RLP Surveyors	S	900.00	180.00	1,080.00
58	Sports Pavilion	10/07/2025		Pirton Parish Council		New Pavilion Building Control	Simon Knight Architects	S	975.00	195.00	1,170.00
Total									83,811.95	16,516.11	100,328.06

Receipts

Receipts											
Here you can enter, edit and search receipt transactions for income received by the council.											
Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Receipt)
47	17.06.2025	VAT Reclaimed	False	£37,654.87	£0.00	£37,654.87	18.06.2025	VAT Reclaim	Pirton Parish Council Unity Trust	ONLINE PAYMENT	£37,654.87
49	13.06.2025	Football Foundation	False	£16,284.00	£0.00	£16,284.00	13.06.2025	Football Foundation Pavilion Grant	Pirton Parish Council Unity Trust	ONLINE PAYMENT	£16,284.00
50	24.06.2025	New Pavilion PWLB/Donors	False	£1,002.50	£0.00	£1,002.50	30.06.2025	Donation	Pirton Parish Council Unity Trust	ONLINE PAYMENT	£1,002.50
51	27.06.2025	New Pavilion PWLB/Donors	False	£287.50	£0.00	£287.50	30.06.2025	Donation	Pirton Parish Council Unity Trust	ONLINE PAYMENT	£287.50
52	30.06.2025	New Pavilion PWLB/Donors	False	£400.00	£0.00	£400.00	30.06.2025	Donation	Pirton Parish Council Unity Trust	ONLINE PAYMENT	£400.00

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

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

## Appendix B - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 10<sup>th</sup> July 2025**

1. The Working Group has met formally 41 times to date.

**Construction**

2. Progress continues to be good, with the roof beam and rafters installed, as well as gable ends.
3. It has been reported that the build may be 1-3 weeks behind schedule. Once the building is watertight the schedule to completion will be reconfirmed.
4. This delay could increase as there may be a hold of 7-10 days to obtain roofing materials. These weren't ordered pending resolution of some roofing design details.
5. Meetings are taking place every 2 weeks with the Architect (Simon Knight), and site meetings weekly with the Clerk of Works (Owain Lister).

**Costs and funding**

6. There is still a need to raise more funds to cover potentially deferred items.
7. 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.
8. A copy of the latest view on cashflow will be sent separately. The figure at the end of March was confirmed with the Parish Clerk before his retirement. The cashflow forecast is positive going forward except for -£33k in Jan 26, -£14k in Feb 26 and -£2k in March 26. These are £2k better than last month.
9. The latest view on contingency draw is about £5k for the construction, and £2k, so £7k total out of the £60k allowance.
10. A Section 106 draw down of £113,035.44 was received in June.
11. The VAT reclaim for March, April and May was received. This included the VAT reclaim for the first construction invoice.
12. Football Foundation grant drawdowns of £45k and £16.3k were received and £28.47k has been requested for June.
13. A total of nearly £12k was received in June from donations, and events.
14. An Open Gardens event to raise money for the pavilion was held on 22<sup>nd</sup> June at Highdown. Thank you to Charlotte Ransome Tim Dye and Peter Cole for this. £2,200 was raised through this highly successful event, with £1.7k received to date.
15. A fund-raising cricket match between the cricket and tennis clubs was held on the 4<sup>th</sup> July, and raised £350.
16. PSSC held a BrewFest event with money raised for the new pavilion.
17. There are still opportunities to seek sponsorship for naming rights for rooms, and the pavilion. We are considering how to advertise for these.
18. The funding gap that was c£36k has reduced to c£22.5k, and there is c£15k of additional funding anticipated to date.
19. A key issue re funding, and schedule is the kitchen/bar fit out.

**Kitchen and bar fit out**

20. A proposal has been produced which is estimated to cost c£85k in total. Current thinking is that the PSSC would do the fit outs, at a cost of c£50k, and PPC would cover changes to the construction contract at a cost of c£35k. This £35k includes fire proof shutters for the kitchen and bar that will be required for Building Regulation approval. Revised planning consent is likely to be required.
21. Estimates have been received from two companies. A third provided an estimate but for a design that is impractical. Colin Hill have been selected to carry out the work on behalf of PSSC.
22. PSSC will contract with Colin Hill for design and fit out work.



23. There will need to be careful management of the construction contract changes and the interfaces and accountabilities.
24. This work was excluded from the construction contract (estimated to cost c£45k) due to lack of detail, and funding.
25. If the contingency funding can be contained, this may provide funding towards the kitchen and bar. The cash flow shows £20k funding towards the kitchen/bar.

#### **Management Arrangements**

26. An agreement is now required between PPC and PSSC for the day-to-day management of the new pavilion.
27. This will need to be in place before operations commence.
28. The PSSC are proposing to set up a Company limited by guarantee and for it to be registered for VAT.
29. It is also proposed that membership of PSSC will be offered. In exchange for a membership fee a number of benefits will be offered.
30. While the intention is for the PSSC to be a non-profit making organisation, how this will be achieved is not yet clear.
31. At a PSSC meeting on 8<sup>th</sup> July, the proposed draft license was discussed. A key issue that has not been resolved is how any surplus funds that the PSSC raise will be spent within the context of being non-profit making. There are a number of things that PPC pays for currently that could be covered by PSSC in future. This would require changes to the draft license. It was agreed that PPC should propose a revised draft license that covers these issues.

#### **Risks**

32. A key risk now is the funding and management of the kitchen and bar fit out, and the potential for delay to the construction contract Practical Completion.
33. Roof design and construction is a risk and this could lead to delays.
34. Inflation remains a risk, but this is hopefully reducing as we proceed through the build. We are currently at about 25% of the build cost.
35. The risk now around PPC management of the project finances following the Parish Clerk's retirement is reducing, and we have managed bill paying and grant and funding drawdowns, and VAT reclaims to date.
36. There are always existential risks around severe weather, accidents, fire, damage, company bankruptcy etc.

#### **Football Foundation commitments**

37. 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, but it is not clear if and when this can be achieved. We are proposing to discuss this with the FF to seek advice on how to proceed.
38. A precis list of commitments/conditions has been produced, and will be managed going forward.

#### **Other**

39. A visit took place to consider options for a new telephone mast. Their proposed location was agreed as not practical because it would have been where the water treatment plant will be. The only practical location at the recreation ground would appear to be near the entrance on the south side via the farmer's track. This was measured for consideration but access would need to be agreed both for building, and maintenance. Also, power would be required – 3 phase 100A ideally, 63A possibly. The limit on the supply to the pavilion is 3 phase 100A and there will be no spare capacity. A new substation would therefore be required and this would need to be located somewhere.

40. I had a visit from 2 Parish Councilors from Ashwell who are seeking to build a new pavilion and wanted to hear about our experiences.
41. There may be an opportunity to arrange for better access to the Recreation Ground if development of the fields to the north take place. However, previous attempts when Cotman End was developed were not successful because an unconditional and unchallengeable Right of Way (as is the case now) could not be agreed.
42. Colin Bassnett has offered to assist with the new pavilion fire safety arrangements.
43. The tennis club has painted the boards that run around the MUGA below the wire fencing to provide protection and increase their life.

**Communications**

44. It is proposed to hold a "topping out" ceremony at 7pm on 6<sup>th</sup> August.
  45. Our MP is willing to visit to see progress. He is seeking to book the pavilion in November to hold a surgery.
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46. The PPC is requested to:
    - a. NOTE the contents of this update.
    - b. PRODUCE a revised draft license for discussion with PSSC.
    - c. PROVIDE any comments or direction on the matters contained in this update.

Simon Maple