

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in Pirton Village Hall on 11 December 2025 at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

Cllr Burleigh, Cllr S Maple, Cllr Rogers, District Cllr C Strong

In attendance:

Dr Janine Budd (Parish Clerk)

25-173 To receive and accept apologies for absence.

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

25-174 Public participation.

1 member of the public attended.

25-175 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. Cllr Maple is a committee member of PSSC.

25-176 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 13 November 2025 as a true and accurate record.

It was **RESOLVED** that minutes of the Council Meeting held on 13 November 2025 be approved as a true and accurate record of the proceedings and be duly signed. Proposed by Cllr Burleigh; seconded by Cllr Maple.

25-177 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as of 11 December 2025 is £464,603.32
- b. It was **RESOLVED** that payments totalling £153,028.69 as detailed on the monthly finance statement (Appendix A) be made.

25-178 To receive the Clerk's report.

The Clerk reported that repairs to the roundabout at the recreation ground had been completed.

There have been several Facebook posts about Footpath 005 between Cotman End and the recreation ground. Cllr Burleigh is to combine her comments with those of Cllr Rowe before forwarding them to Cllr Rogers to post on Facebook.

25-179 To receive the New Pavilion Working Group report and Cash Flow projection

Cllr Maple had circulated the report (Appendix B). The schedule is holding for a completion date of 24 February 2026. The roof-mounted air vents, doors and windows have been fitted. Vinyl flooring in the toilets and changing rooms, and the first electrical fit

will be completed shortly. The kitchen and bar fit out is underway. Discussions have begun about the transition from the existing building to the new one.

Donations totalling 3.1k were received in November, leaving the project about 8.5k short. There was a discussion about a request for anonymity surrounding the amount of a donation for the pavilion. The Clerk is to seek advice from HAPTC on accepting anonymous donations, and the council will schedule a further closed meeting on the matter.

Cash flow for the project is still positive and an additional Football Foundation grant has been applied for.

Cllr Burleigh is to contact Foreman Laws regarding the restriction on the registered title. Cllr Rogers remarked that everyone was very positive about the new building during the donor visit on 16 November.

25-180 Planning

25-181 To consider Planning Applications (as in Appendix A).

- i. 25/02791/FP Motte And Bailey, 1 Great Green, Pirton, Hitchin, Hertfordshire, SG5 3QD

The Parish Council is inclined to object for a number of reasons, including the impact on the conservation area and the close proximity to the scheduled monument. Impact on biodiversity is also a consideration. Cllr Burleigh is to combine her comments with those of Cllr Rowe and forward them to the Clerk to send to planning control.

25-182 To discuss the outcome of enquiries about land east of 2 West Lane.

Cllr Burleigh has been in touch with Planning Enforcement and Environmental Health, who reported that they are aware of the situation and that the two departments are working together to carry out regular monitoring.

25-183 To receive an update on Pirton road safety issues, including speed limits

Cllr Burleigh wrote to Highways at HCC about the size and number of the 20 mph road markings but has not yet had a response from them.

25-184 To receive an update on the issue of flooding in Pirton

Cllr Rogers reported that West Lane seems to be clear of flooding, despite recent heavy rain. The level of Blacksmith's Pond is still low. Cllr Maple has reported to HCC that the ditch that the pipe from the pond flows into needs further clearing.

25-185 To receive an update from the Communications Working Group

Cllr Goodman updated the PPC website page with the latest information about the pavilion. She posted Cost of living and Flu communications on Facebook, as well as posting meeting agendas on PPC and Pirton Finest websites.

25-186 To discuss vehicle access to properties that are adjacent to Great Green

A member of the public attended the meeting and reported that the Parish Council's policy on vehicle access for property owners on Great Green is causing problems when it comes to them selling their properties. Cllr Rogers said that the laws around greens are from the time before motor vehicles. The Parish Council is not able to change law and the policy follows the law. Cllr Rogers said that the policy states that access permits can be granted to residents in properties on Great Green, although the current Parish Council cannot bind future councils to this. The member of the public said that it was this possible revoking of access rights that caused difficulties for buyers. Cllr Burleigh said that an easement can be granted, although it is costly and time consuming. She said that she had heard of residents taking out insurance policies to indemnify against possible future restricted access. The member of the public said that, owing to the length of time they had lived in their property, they had a Prescriptive easement that could be transferred to the purchasers. However, they were keen to seek a change to the policy so that other Great Green residents did not experience the same difficulties. Cllr Burleigh said that the Parish Council is not allowed to spend tax payers' money to benefit only a small number of

residents, which is what granting easements would involve. However, if residents of Great Green were to agree to pay for the granting of an easement as a group, the Parish Council might consider changing the policy to allow for this.

25-187 To approve and sign the new Licence between PPC and Pirton Sports and Social Club Limited

Cllr Maple updated the licence, incorporating recent changes. The Clerk has forwarded the draft licence to PSSC for their comments.

25-188 To agree and sign the Clerk's contract.

The Clerk reported that, due to difficulties in enrolling with LGPS, the pension provider will be Nest. Cllr Rogers proposed that employer contribution should be same as that already budgeted for LGPS. Seconded by Cllr Burleigh. All agreed. Contract was signed by the Chairman and the Clerk.

25-189 To agree and sign the Contractor Services Agreement for grass cutting with Village Greens

Clerk to sign and forward contract to Andrew Burton. Proposed by Cllr Burleigh; seconded by Cllr Rogers. All agreed.

25-190 To agree a donation to Essex & Herts Air Ambulance Charity

Donation for £200 proposed by Cllr Rogers; seconded by Cllr Burleigh.

25-191 To receive reports on the following:

25-192 Parish Paths Partnership (P3).

nothing to report

25-193 S106 Projects

nothing to report

25-194 Village Environment.

nothing to report

25-195 Bury Trust

Cllr Maple reported that during the walkaround they had found more loose fence posts that need to be fixed. The trough is leaking and the pipe from Blacksmith's Pond under the path is clear at the pond end, but not further along ditch. The hedges have been cut for the year. Due diligence has been carried out for Barclay's Bank.

The Bury Trust has advertised for a new trustee.

25-196 Village Hall.

A meeting was held on 9 December.

25-197 To suggest items for the next Meeting of the Parish Council to be held on Thursday 8 January 2026 at Pirton Village Hall at 7.45 pm

- a. Agree the budget and precept
- b. Response to Gladman's supplementary information
- c. Licence between PPC and PSSC
- d. To discuss the opening arrangements for the new pavilion
- e.
- f.

Meeting closed at 21:29

Date of Next Meeting: **Thursday 8 January 2025 at Pirton Village Hall at 7.45 pm.**

Appendices

Appendix A - Monthly Finance Statement

Appendix B - New Pavilion Working Group Report

Appendix A - Monthly Finance Statement

Pirton Parish Council

	Bank Reconciliation at 01/12/2025		
	Cash in Hand 01/04/2025		162,414.66
	ADD Receipts 01/04/2025 - 01/12/2025		990,052.83
	SUBTRACT Payments 01/04/2025 - 01/12/2025		1,152,467.49
A	Cash in Hand 01/12/2025 (per Cash Book)		687,984.17
			464,483.32
	Cash in hand per Bank Statements		
	Petty Cash 01/12/2025 0.00		
	Pirton Parish Council Unity Trust 01/12/2025 464,483.32		
	Less unpresented payments		464,483.32
	Plus unpresented receipts		464,483.32
B	Adjusted Bank Balance		464,483.32
	A = B Checks out OK		

Payments

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
147 Groundsman	11/12/2025		Pirton Parish Council		Groundsman Duties	Steve Kitchiner	Z	1,050.00		1,050.00
148 Parish Paths	11/12/2025		Pirton Parish Council		Parish Paths	Steve Kitchiner	Z	823.92		823.92
149 Room Hire	11/12/2025		Pirton Parish Council		Room Hire	Village Hall	Z	21.25		21.25
150 Sports Pavilion	11/12/2025		Pirton Parish Council		New Pavilion Construction	Simon Knight Architects	S	975.00	195.00	1,170.00
151 Sports Pavilion	11/12/2025		Pirton Parish Council	NW/08	New Pavilion Construction	Parrott Construction	S	121,707.78	24,341.56	146,049.34
152 Grants	11/12/2025	25-163	Pirton Parish Council		Donation	BHECCS	Z	200.00		200.00
154 Sports Pavilion	11/12/2025		Pirton Parish Council		New Pavilion Construction	RLP Surveyors	S	900.00	180.00	1,080.00
155 Street Cleaner	11/12/2025		Pirton Parish Council		Street Cleaning	Tony Smart	Z	246.20		246.20
156 Playgrounds	11/12/2025	25-162	Pirton Parish Council	PO no: PPC 25-26	Play Equipment Repairs	Setter Play Equipment	S	1,030.03	206.01	1,236.04
157 Salary	11/12/2025		Pirton Parish Council		Salary	Melisa Janine Budd Clerk	Z	810.08		810.08
158 Room (Office Expenses)	11/12/2025		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	30.00		30.00
159 Telephone	11/12/2025		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	20.00		20.00
160 Tax	11/12/2025		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	202.40		202.40
161 Employer's NI	11/12/2025		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	89.32		89.32
162 Water	22/12/2025		Pirton Parish Council		Allotments Water	Castle Water	Z	0.14		0.14
							Total	128,106.12	24,922.57	153,028.69

Receipts

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
95 Football Foundation	14/11/2025		Pirton Parish Council	C-587880	Football Foundation Pavilion Gr	Football Foundation	Z	34,952.00		34,952.00
96 New Pavilion PWLB/Donors	17/11/2025		Pirton Parish Council		Donation	AP + CPA Strong	Z	100.00		100.00
97 New Pavilion PWLB/Donors	17/11/2025		Pirton Parish Council		Donation	S + A Goodman	Z	200.00		200.00
98 New Pavilion PWLB/Donors	17/11/2025		Pirton Parish Council		Donation	Nick Rowe	Z	400.00		400.00
99 VAT Reclaimed	25/11/2025		Pirton Parish Council		VAT Reclaim	HMRC VAT	Z	3,969.24		3,969.24
100 New Pavilion PWLB/Donors	25/11/2025		Pirton Parish Council	cheque no 000236	Donation	C M. Cansick	Z	3,000.00		3,000.00
101 New Pavilion PWLB/Donors	25/11/2025		Pirton Parish Council	cheque no 003083	Donation	Martin Carlisle	Z	100.00		100.00
102 New Pavilion PWLB/Donors	02/12/2025		Pirton Parish Council		Donation	JBC Scarborough	Z	100.00		100.00
103 Sports Pavilion	08/12/2025		Pirton Parish Council	COLE/OPERA/NEW	Donation	Vanessa Cole	Z	20.00		20.00
							Total	42,841.24		42,841.24

Appendix B - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 11th December 2025

1. The Working Group has met formally 46 times to date.

Construction

2. The schedule is still reported as 10 weeks behind the original schedule. The current completion date is 24th February 2026.
3. The roof mounted air vents have been fitted, and doors and windows completed except for the replacement of one kitchen window with the outward opening hatch.
4. Colour schemes including flooring have been completed and the vinyl flooring in the toilets and changing rooms will be fitted shortly.
5. First electrical fit is just about completed.

PIRTON PARISH COUNCIL

MINUTES: 11 December 2025

Signed: _____

Dated: _____

6. Ceiling plaster boards have been fitted.
7. Kitchen and bar fit out are well under way.
8. Consideration is now being given to the transition from the old to the new pavilion.

Costs and funding

9. Donations totaling £3.1k were received in November. There is still a need to raise c£9k more funding to cover all of the works including the kitchen and bar.
10. A generous offer has been made for the naming right for the pavilion.
11. 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.
12. A copy of the latest view on cashflow is attached. The overall cashflow forecast is now positive going forward.
13. The VAT reclaim for October was paid. There had been some earlier duplication and claims for items that are not applicable for reclaim, and a repayment was made by reducing the October claim by the appropriate amount. A claim for November now needs to be submitted.
14. The Football Foundation grant drawdown of £34.95k was received and £42.95k has been requested for this month.
15. The contingency draw identified in cost report 7 was £26,495, leaving c £31k of the £60k contingency remaining (£2k is for legal fees). There are some additional external works that will be desirable, and would require some contingency spend.
16. We are about 55% through the construction based on cost.
17. This month's cost report has not yet been received so the overall position is not yet known. The last report is attached.
18. There are still opportunities to seek sponsorship for naming rights for rooms. We are considering how to advertise for these.

Management Arrangements

19. An agreement is now required between PPC and PSSC for the day-to-day management of the new pavilion.
20. This will need to be in place before operations commence.
21. A meeting was held between some PPC Councilors and the proposals will be shared with the full Council for agreement before sending to PSSC for their approval. A further legal check may be required.

Risks

22. Inflation remains a risk, but this is hopefully reducing as we proceed through the build. We are currently at about 44% of the build cost.
23. There are always existential risks around severe weather, accidents, fire, damage, company bankruptcy etc.

Football Foundation commitments

24. A key commitment is to achieve 2* accreditation by the Football club. The club has been in discussion with the football authorities, but it is not clear if this will be achieved.
25. A condition for receiving the final 5% of the FF grant is that a restriction is placed on the registered title of the property.
26. A precis list of commitments/conditions has been produced, and will be managed going forward.

Communications

27. Donor visits were held on 16th November with Parrotts' support. Over 70 visitors came and there was a lot of positive feedback. NHDC grant contacts couldn't make that date, and visited on 4th December.
28. The PPC is requested to:
 - a. NOTE the contents of this update.
 - b. CONSIDER the offer for naming rights for the new pavilion.
 - c. CONFIRM that arrangements are in place to add a restriction to the registered title of the property.

- d. PREPARE a revised draft license for day-to-day management.
- e. PROVIDE any comments or direction on the matters contained in this update.

Simon Maple