

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 14 August 2025 at 7.45 pm**

www.pirtonparishcouncil.org.uk

Present:

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

In attendance:

Dr Janine Budd (Parish Clerk)

25-69 To receive and accept apologies for absence.

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

25-70 Public participation.

Eight members of the public attended, to contribute to sections 25-76 and 25-78 below.

25-71 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 Burleigh is a member of the Archaeological Society. Cllr Maple is a representative of PSSC.

25-72 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 10 July 2025 as a true and accurate record.

It was **RESOLVED** that minutes of the Council Meeting held on 10 July 2025 be approved as a true and accurate record of the proceedings and be duly signed.

25-73 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as of 14 July 2025 is £156,638.39.
- b. It was **RESOLVED** that payments totalling £79,488.72 as detailed on the monthly finance statement (Appendix A) be made.

25-74 To receive the Clerk's report.

The Parish Council received notification from the auditors PKF Littlejohn on that they have received and logged the Annual Governance and Accountability Return (AGAR).

The vacancy for a parish councillor was advertised following the death of Cllr Parkin. No applications have been received and NHDC has advised that PPC can begin the process of co-opting a councillor to fill the vacancy.

The farmer that owns the land behind the recreation ground has kindly requested that residents use only the permissive paths around the field, and not to take any other routes across the field. He has also requested that residents not place any planks across the

PIRTON PARISH COUNCIL

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Signed: _____

Dated: _____

ditch, or place any items in the ditch, which was built at the request of the Parish Council to prevent flooding of the football pitch. Objects like wooden planks that end up in the field can damage crops and machinery. The Parish Council has arranged for fencing to be built behind the tennis courts to discourage the crossing of the ditch.

A community meeting was held on 22.07.25 to inform residents of proposed developments and to seek their views on how to respond to possible planning applications. More than 70 people attended, including District Cllr Claire Strong. The minutes of the meeting were circulated by Cllr Goodman on Facebook and by email.

Cllr Rogers received a letter from Rosie Hamilton-Mcleod and Martin Carlisle notifying the Parish Council that they are unable to continue looking after the war memorial. Cllr Rogers thanked them for their care of the memorial and commented that the war memorial had always looked beautiful for Remembrance Day. A resident of Pirton has volunteered to coordinate a team of volunteers to continue to look after the memorial. Cllr Goodman will put a message on Facebook to recruit volunteers willing to take part. There is approximately £1,400 left in the war-memorial account. Cllr Burleigh proposed and Cllr Goodman seconded that this money be placed in a separate project pot in order for the volunteers to buy equipment such as a battery-powered strimmer.

25-75 To receive the New Pavilion Working Group report and Cash Flow projection

Cllr Maple had circulated the report (Appendix B). Progress on the new community pavilion is reported to be delayed by around six weeks, mainly due to the roof-fixing design and late delivery of the roof insulation. The road closure and works by UKPN to fix an electricity supply fault also contributed to the delay. There is still a need to raise more funds to cover potentially deferred items. £1,280 was received in July, £1,000 from "brick" purchases and the rest from the cricket match. A key risk now is the funding and management of the kitchen and bar fit out. Venting of the kitchen is a key issue. It may lead to some more planning agreement. The topping-out ceremony has been rescheduled for Wednesday 3 September at 6:30 pm.

25-76 To consider how residents' views shared at the Community Meeting held on 22 July 2025 will determine PPC's response to future development proposals

Cllr Rogers thanked so many people for attending the community meeting and for sharing their views in such a civilised manner. It is obvious that everyone cares about the village, and some very good points were raised.

A member of the public asked if PPC would continue to take on points from the public when considering their response to developments, which it was agreed they would. Cllr Burleigh wanted to make it clear, however, that PPC's response has to be factual and be based on planning policy. Although there was a good turnout for the community meeting, there are 1,492 people in the village, so it was a snapshot of very interested people. The views expressed are certainly very influential.

Cllr Burleigh said that residents have to bear in mind that, as things stand with NHDC, Pirton will have to accommodate around 220 houses over the next 20 years - 11 per year. PPC and village residents have to acknowledge that some development will take place and decide where that will be. There has to be a consideration of broader issues, so it will not be possible to object to every proposal.

Another member of the public asked if PPC had had any update other than Anglian Water's objection to the Gladman application. The members of the public were informed about the objection by the Highways Authority. Cllr Burleigh said that they make suggestions based on safety and, if the developers can show that they can mitigate these concerns, Highways will likely remove their objection.

With regard to the Gladman outline planning proposal, members of the public were told that PPC will be objecting. District Cllr Strong said that the developers will need to overcome previous objections. Cllr Strong said that, because of the size of the proposed development, a planning officer will not make a decision on the outline planning application – comments will be consolidated and it will go to the Planning and Control Committee. This is a public meeting held fortnightly. Cllr Strong will have the opportunity to speak for five minutes as a representative of NHDC and Cllr Burleigh will too. The committee will decide whether to uphold or refuse the planning application. Cllr Strong thought that this will probably happen by the end of the year.

25-77

Planning

25-78

To consider Planning Applications.

i. 4 Hambridge Way: Minor alterations. No objections.

i.i. Land South East of Holwell Road and North of Hambridge Way: PPC will be objecting on various points.

The width of the Spine Road leading to the development is a concern, especially with over 200 houses; it is 4.8m instead of 5.5m. In the planning for the existing Cala development, pavements are known as shared surfaces, so the narrowness of the road had not been recognised. For example, refuse trucks thought that they would be able to go over the shared surfaces.

A member of the public brought to the attention of PPC that the Gladman proposal says that they will be keeping the hedges to the east, west and north of the site. However, the hedge on the north is not part of development as it is in the garden of this resident.

A member of the public was under the impression that the hedge was protected under the conditions Cala were given when they were given permission to build Comice Meadows. Destruction of the hedge clearly goes against that condition. A member of the public asked if there is a historical record of the hedge and how it has been maintained. Cllrs did not believe that they had a record of this information. A member of the public said it was about 30 years old, and so is well established. For the previous application, the NHDC ecologist said that the development would destroy 40m of hedge, not 10m, once drains etc. had been added. Damage to the hedge will likely be more than Gladman claim on this occasion. The green corridor is there to encourage wildlife, which will be affected by further development.

There is no direct access from this proposed development onto Hambridge Way; only via Coopers Elms for pedestrians and vehicles.

NHDC has still not adopted Coopers Elms and the part of the road leading out of the site, although residents were told that it would be when they purchased their houses. Cllr Strong suggested asking Cllr Barnard to enquire about this.

Cllr Strong suggested asking Affinity Water to comment, as lack of water pressure seemed to be a key problem expressed by residents at the community meeting. A member of the public mentioned that an email had been sent from Affinity Water about water pressure. Cllr Rogers said that PPC would be interested in seeing that and asked that it be forwarded to the Clerk.

iii. The Dial, West Lane: NHDC has already granted permission.

iv. Docwra Manor, 1 Hitchin Road: PPC has no additional comments to make.

25-79 To receive an update from Cllrs Burleigh and Rowe following their meeting with representatives from Blakeney Homes regarding development of land east of Walnut Tree Road

Cllrs Burleigh and Rowe have circulated the minutes of this meeting, which was an amicable one. They talked about the lack of detail in the outline planning and asked about a specimen street scene. When they asked about why the developers were using a block approach rather than a *cul de sac*, the developers said that NHDC had told them to design it in this way. Cllrs Burleigh and Rowe were surprised by this because it is an unusual development choice. The development has more green space around it, and gardens would be slightly larger than the regulation minimum. The Cllrs were concerned about the loss of visitor parking spaces because of the access to the new site. The developers have said that they will provide two replacement spaces in the new development.

The developers reported that some section 106 money would go to surfacing and pavements on Hambridge Way. There was some concern that this could affect wildlife and lead to the urbanisation of a rural setting. They also suggested that some money could be used to improve bus services to Pirton. Cllr Burleigh felt it unlikely that this would happen.

It was reported that drains would be directed out towards a ditch at the back of the recreation ground, alongside Hambridge Way and on to Oughtonhead, and that the landowner would pay for this. Cllr Burleigh will request clarification.

Cllr Strong asked if PPC have been asked by NHDC what they would want to spend \$106 money on. She said that the transport manager is keen on getting people out of cars and onto bikes, so it might be worth considering pathways all along Royal Oak Lane or Walnut Tree Road where there is no pavement, or improvement to the muddy stretch of Hambridge Way. PPC is waiting for the application to be submitted; it has been delayed. PPC will need to request an extension for comments if it expires before the next meeting. Cllr strong asked if the developers mentioned the neighbourhood plan; it is out of date in terms of the number of houses. However, this development would be larger than 30 houses.

25-80 To receive an update on communication with Bugler Developments concerning the proposed development of land south of Pound Farm

Cllrs are happy to meet with them, but they have not able to make the proposed dates. Cllr Rowe and Cllr Burleigh will get back to them with dates.

25-81 To receive an update on Pirton road safety issues, including speed limits

Cllr Goodman has taken on the responsibility for this following the death of Cllr Parkin. It is possible that County Council policies have changed since the election, and now there may be 20 mph signs but no speed tables. Cllr Barnard is in hospital at the moment, but might be able to advise on this. Cllr Goodman will approach him by email. It is also possible that there is to be no engineering work on speed bumps etc., because more work is currently being done on drainage. Cllr Rogers thanked Cllr Goodman for taking on this responsibility.

25-82 To receive an update from the Communications Working Group

Emails of the minutes of the community meeting about development were circulated to those attending who provided their email addresses.

The Pirton Finest and Pirton Parish Council Facebook pages have been updated with the latest information about the Gladman development to support residents with their responses to the planning application.

Cllr Rogers suggested putting updates on matters like the community pavilion build on the website. Cllr Goodman said that she would be happy to do this.

Cllr Burleigh suggested putting the new waste bin collection schedule on the website. Cllr Burleigh will let Cllr Goodman know week by week which bins are to be collected.

25-83 To discuss the Financial Services Compensation Scheme limit of £85,000 and the implications for the PPC bank account

Cllr Rowe wanted to make Cllrs aware of the risk of having funds in excess of £85,000 in the bank account and to consider the possibility of opening another account. Parish Council accounts can be protected like personal bank accounts, but the risk cannot be alleviated by having two Unity Trust accounts. The limit may be going up to £ 220,000. As the risk is small and the bank account will probably only exceed the £85,000 limit for four months, it was decided not to open another bank account at this time.

25-84 To agree and sign the new Licence between PPC and Pirton Sports and Social Club Limited

Cllr Burleigh has asked lawyers to confirm if the licence makes sense and if there are any risks to PPC from a commercial point of view. Cllr Rowe said that PSSC were worried that they will soon be spending large sums of money and that this is not currently guaranteed. Cllr Burleigh will ask the lawyers for their timescale. PSSC is a not-for-profit organisation, so it is likely that they will use their earnings to take over more responsibility for maintenance in the future. The licence might need to reflect this future change. Cllr Rogers said that PPC and PSSC are going in same direction, but there needs to be clarity. Points to think about are what would happen, for example, if PSSC's responsibilities include the playground, but not the zip wire and basketball court. PPC gets reports about safety and it needs to act on it. The Parish Council would still be liable if repairs and maintenance are not carried out by someone else.

Once the licence comes back from the lawyers, representatives of PPC will need to meet with PSSC. All councillors will review the document before signing. This will go on the agenda again for the next meeting.

25-85 To consider ways to encourage the use of permissive paths on the land behind the recreation ground

A fence has been installed to block access to the ditch. Cllr Maple will measure for and order a "no right of way" sign to put on the fence, which is on PPC land.

25-86 To receive reports on the following:

25-87 Parish Paths Partnership (P3).

nothing to report

25-88 S106 Projects

nothing to report

25-89 Village Environment.

Cllr Goodman has been given the sign that had been missing from the elm tree on Great Green. She will replace it.

Cllr Rogers will request suggestions of names of people to deal with the trees on Great Green from Steve Kitchiner.

25-90 Bury Trust

nothing to report

25-91 Village Hall.

The Clerk will notify Joe Charlesworth that the new representative is Cllr Rowe.

25-92 To suggest items for the next Meeting of the Parish Council to be held on Thursday 11 September 2025 at Pirton Village Hall at 7.45 pm

- a. Re-listing the Assets of Community Value
- b. The PPC newsletter
- c. How to attract new councillors or members of committees
- d. Asset inspection by councillors
- e. Agreeing and signing the new licence with PSSC

Meeting closed at 21:32

Date of Next Meeting: **Thursday 11 September 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

A	Bank Reconciliation at 31/07/2025		
	Cash in Hand 01/04/2025		162,414.66
	ADD Receipts 01/04/2025 - 31/07/2025		316,149.23
	SUBTRACT Payments 01/04/2025 - 31/07/2025		478,563.89
			331,790.68
	Cash in Hand 31/07/2025 (per Cash Book)		146,773.21
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2025	0.00	
	Pirton Parish Council Unity Trust 31/07/2025	146,773.21	
			146,773.21
	Less unrepresented payments		
			146,773.21
	Plus unrepresented receipts		
	Adjusted Bank Balance		146,773.21
	A = B Checks out OK		

PIRTON PARISH COUNCIL

MINUTES: 14 August 2025

Signed: _____

Dated: _____

Payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref
✓ 87	14.08.2025	£202.40	£0.00	£202.40		Tax & Employers NI	HMRC Clerk's Tax	Pirton Parish Council Unity Trust	N/A
✓ 86	14.08.2025	£3.60	£0.00	£3.60		Expenses	Melisa Janine Budd Clerk	Pirton Parish Council Unity Trust	N/A
✓ 85	14.08.2025	£8.52	£1.70	£10.22		Expenses	Melisa Janine Budd Clerk	Pirton Parish Council Unity Trust	N/A
✓ 84	14.08.2025	£20.00	£0.00	£20.00		Expenses	Melisa Janine Budd Clerk	Pirton Parish Council Unity Trust	N/A
✓ 83	14.08.2025	£30.00	£0.00	£30.00		Expenses	Melisa Janine Budd Clerk	Pirton Parish Council Unity Trust	N/A
✓ 82	14.08.2025	£873.91	£0.00	£873.91		Salary	Melisa Janine Budd Clerk	Pirton Parish Council Unity Trust	N/A
✓ 81	14.08.2025	£500.00	£100.00	£600.00		New Pavilion Legal Costs	Foreman Laws	Pirton Parish Council Unity Trust	AD/415393/FEE5
✓ 80	14.08.2025	£750.00	£150.00	£900.00		Rec Grass Cutting	A&B Gardening	Pirton Parish Council Unity Trust	N/A
✓ 79	14.08.2025	£1,725.00	£345.00	£2,070.00		New Pavilion Construction	Fairhurst	Pirton Parish Council Unity Trust	N/A
✓ 78	14.08.2025	£1,420.00	£0.00	£1,420.00		Groundsman Duties	Steve Kitchiner	Pirton Parish Council Unity Trust	N/A
✓ 76	14.08.2025	£53.04	£0.00	£53.04		ER Consultancy	Edward Roberts (Clerk)	Pirton Parish Council Unity Trust	N/A
✓ 75	14.08.2025	£56,114.24	£11,222.85	£67,337.09		New Pavilion Construction	Parrott Construction	Pirton Parish Council Unity Trust	N/A
✓ 74	14.08.2025	£320.00	£0.00	£320.00		Village Greens Grass	Andrew Burton	Pirton Parish Council Unity Trust	N/A
✓ 73	31.07.2025	£6.00	£0.00	£6.00	31.07.2025	Bank Charges	Unity Trust Bank	Pirton Parish Council Unity Trust	N/A
✓ 72	14.08.2025	£108.32	£21.67	£129.99		Office Printer	Melisa Janine Budd Clerk	Pirton Parish Council Unity Trust	N/A
✓ 71	14.08.2025	£975.00	£195.00	£1,170.00		New Pavilion Construction	Simon Knight Architects	Pirton Parish Council Unity Trust	N/A
✓ 70	14.08.2025	£183.15	£0.00	£183.15		Street Cleaning	Tony Smart	Pirton Parish Council Unity Trust	N/A
✓ 69	14.08.2025	£40.00	£0.00	£40.00		CDA Herts Subscription	CDA Herts	Pirton Parish Council Unity Trust	Pirton Parish Council
✓ 68	14.08.2025	£900.00	£180.00	£1,080.00		New Pavilion Construction	RLP Surveyors	Pirton Parish Council Unity Trust	N/A
✓ 67	14.08.2025	£50.00	£0.00	£50.00		Clerk Training	HAPTC	Pirton Parish Council Unity Trust	N/A
✓ 66	14.08.2025	£52.25	£0.00	£52.25		Room Hire	Village Hall	Pirton Parish Council Unity Trust	N/A
✓ 65	14.08.2025	£2,159.89	£431.98	£2,591.87		Play Equipment Repairs	Setter Play Equipment	Pirton Parish Council Unity Trust	N/A
✓ 64	14.08.2025	£351.20	£0.00	£351.20		ER Consultancy	Edward Roberts (Clerk)	Pirton Parish Council Unity Trust	N/A

Receipts

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Customer	Bank
68	13.08.2025	£9,865.18	£0.00	£9,865.18		VAT Reclaim	HMRC VAT	Pirton Parish Council Unity Trust
67	25.07.2025	£100.00	£0.00	£100.00	31.07.2025	Donation	SP Kennedy	Pirton Parish Council Unity Trust
66	18.07.2025	£100.00	£0.00	£100.00	18.07.2025	Donation	SC&A Maple	Pirton Parish Council Unity Trust
65	17.07.2025	£100.00	£0.00	£100.00	17.07.2025	Donation	Hitchin Blinds Limited	Pirton Parish Council Unity Trust
64	17.07.2025	£100.00	£0.00	£100.00	17.07.2025	Donation	N Bexfield	Pirton Parish Council Unity Trust
63	16.07.2025	£526.95	£0.00	£526.95	16.07.2025	Donation	Pirton Players	Pirton Parish Council Unity Trust
62	14.07.2025	£200.00	£0.00	£200.00	14.07.2025	Donation	Siedlec + Siedlec	Pirton Parish Council Unity Trust
61	14.07.2025	£100.00	£0.00	£100.00	14.07.2025	Donation	Samantha Mistry	Pirton Parish Council Unity Trust
60	14.07.2025	£100.00	£0.00	£100.00	14.07.2025	Donation	Jill Rogers	Pirton Parish Council Unity Trust
59	14.07.2025	£150.00	£0.00	£150.00	14.07.2025	Donation	Sarah Stoney	Pirton Parish Council Unity Trust
58	11.07.2025	£28,471.00	£0.00	£28,471.00	11.07.2025	Football Foundation Pavilion Grant	Football Foundation	Pirton Parish Council Unity Trust

Appendix B - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 14th August 2025

1. The Working Group has met formally 42 times to date.

Construction

2. Progress has been delayed to a reported 6 weeks behind schedule. This is mainly to do with the roof fixing design, and then late delivery of the roof insulation, exacerbated by the road closure and works by UKPN to fix an electricity supply fault.
3. Once the building is watertight the schedule to completion will be reconfirmed.
4. The next key milestones after roof completion are the commencement of the electrical first fix, and floor screeding.
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. An important design coordination meeting will be held on 21st August, including the kitchen/bar fit out contractor.
7. Colour schemes and ironmongery details are being discussed and concluded.

Costs and funding

8. There is still a need to raise more funds to cover potentially deferred items. £1.28k was received in July, £1k from "brick" purchases and the rest from the cricket match.

9. 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.
10. A copy of the latest view on cashflow will be sent separately. The cashflow forecast is positive going forward except for -£3.3k in Jan 26, -£21.6k in Feb 26 and -£10k in March 26. These have changed as result of reduced construction invoicing due to the delayed roof work.
11. The latest view on contingency draw is about £10k for the construction, and £2k, so £12k total out of the £60k allowance. This is however based on rough guesses for some elements.
12. We are applying for the first £200k drawdown of the £400k PWLB loan. The second tranche will be in October.
13. The next Section 106 draw down of c£47k will be sought in September.
14. The VAT reclaim for June was submitted. There was some duplication due to late payment of Fairhurst invoices. A claim for July is being submitted.
15. The Football Foundation grant drawdown of £28.47k was received and £19.8k has been requested for July.
16. There are still opportunities to seek sponsorship for naming rights for rooms, and the pavilion. We are considering how to advertise for these.
17. The funding gap that was c£36k has reduced to c£22.5k, and there is c£15k of additional funding anticipated to date.
18. A key issue re funding, and schedule, is the kitchen/bar fit out.

Kitchen and bar fit out

19. Work is continuing with Colin Hill on the kitchen/bar fit out.
20. PSSC will contract with Colin Hill for design and fit out work.
21. There will need to be careful management of the construction contract changes and the interfaces and accountabilities.

Management Arrangements

22. An agreement is now required between PPC and PSSC for the day-to-day management of the new pavilion.
23. This will need to be in place before operations commence.
24. The PSSC has set up a Company limited by guarantee, Pirton Sports and Social Club Ltd.
25. While the intention is for the PSSC to be a non-profit making organisation, how this will be achieved is not yet clear.
26. An amended draft license has been produced for discussion as a separate PPC meeting agenda item.

Risks

27. 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.
28. 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.
29. There are always existential risks around severe weather, accidents, fire, damage, company bankruptcy etc.

Football Foundation commitments

30. 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.
31. A precis list of commitments/conditions has been produced, and will be managed going forward.
32. It is proposed to meet with the FF to keep them abreast of progress and the challenge of 2* accreditation.

Communications

33. The “topping out” ceremony has been delayed until 6,30pm on 3rd September due to the roof delays.
34. The PPC is requested to:
- a. NOTE the contents of this update.
 - b. CONSIDER the revised draft license for day to day management.
 - c. PROVIDE any comments or direction on the matters contained in this update.

Simon M