

Pirton Parish Council



Minutes of Pirton Parish Council Annual Meeting held electronically by Zoom on 14 May 2020 at 7.45 pm

Present:

Cllr J Rogers (Chair), Cllr D Burleigh, Cllr T Gammell, Cllr S Maple, Cllr C-A McConnelogue, Cllr M Parkin, Cllr N Rowe

In attendance:

Mr Edward Roberts (Parish Clerk)

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- 20-01    To elect the Chairman**  
Nominated by Cllr Gammell, seconded by Cllr Burleigh, Cllr Rogers was elected unopposed as Chairman.
- 20-02    To elect the Vice-Chairman**  
Nominated by Cllr Maple, seconded by Cllr Gammell, Cllr Burleigh was elected unopposed as Vice-Chairman.
- 20-03    To receive and accept apologies for absence.**  
No apologies for absence had been received.
- 20-04    Public Participation**  
Five members of the public had registered to join the meeting electronically. Only one was present for the public participation session, with another joining at 8.26pm and a third at 9.15pm. There were no items raised from the floor.
- 20-05    To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**  
Declarations of interest were received from Cllrs Burleigh and Gammell in respect of item 20-22 Planning, as they were neighbours of the proposed development.
- 20-06    To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 12 March 2020 as a true and accurate record.**  
It was **RESOLVED** that the minutes of the Council Meeting held on 12 March 2020, be approved as a true and accurate record of the proceedings and be duly signed.
- 20-07    To confirm and sign the Minutes of the Parish Council Extraordinary Meeting held on Wednesday 25 March 2020 as a true and accurate record.**  
It was **RESOLVED** that the minutes of the Extraordinary Council Meeting held on 25 March 2020, be approved as a true and accurate record of the proceedings and be duly signed.
- 20-08    To sign the Annual Governance Statement.**  
The Annual Governance Statement was **ACCEPTED** and duly signed.

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

**20-09** To approve the 2019-20 accounts and sign the Annual Governance & Accounting Return  
Proposed by Cllr Gammell, seconded by Cllr Burleigh, that the 2019-20 accounts be **APPROVED** and the Annual Governance & Accountability Return be **ACCEPTED** and duly signed. Carried unanimously.

**20-10** To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.  
a. Bank account as at 30 April 2020: Unity Trust Account £74,658.34.  
b. It was **RESOLVED** that payments totalling £2750.43, as detailed on the monthly Finance Statement (Appendix A) be made.

**20-11** To receive the Clerk's report.  
The Clerk reported that he had started work on the Certificate in Local Council Administration.

All information for the external audit had been received and despite the deadline being extended, he was confident that documentation would be completed in line with last year's timetable. The internal audit had been completed. No reply had been received from HMRC regarding stage payments of the monies owing, but a hastener had been sent. Payments for allotments and parking spaces were now coming in.

Emails had been sent soliciting reports to add to the Annual Report. As no replies had been forthcoming, a hastener was sent, resulting a reply from the local Police. It appears unlikely that they will be able to furnish the usual report, but will try to put something together.

Confirmation had been received that Middle Green (Coleman's Close) had been accepted for registration as a village green (VG058), with the application now requiring further processing and sitting in a queue.

Several enquiries had been received from residents of Great Green regarding parking, which had been dealt with by the Clerk. Further parking signs may be required, but this will be looked at post the Covid-19 crisis.

Assets of Community Value decisions had been made, with only the village hall being accepted and registered. Applications for the Motte & Bailey, The Fox and the Village Shop will be enhanced and re-submitted.

Correspondence with the Charity Commission was ongoing over the matter of the Recreation Ground being a registered charity. The governing document was a lease that was extinguished with the purchase of the land by the Parish Council in 1978, so the legal status of the charity is in some doubt. It is intended to hold a meeting of the Trustees (the Parish Council) in the near future.

**20-12** To approve the Annual Internal Auditor report for 2019-20 and to review and implement the observations.  
The Clerk read through the observations and detailed the steps taken to resolve them. The outstanding matter was the Recreation Ground charity, which would be addressed by a meeting of the Trustees and probably dissolved. Proposed by Cllr Rogers and seconded by Cllr Gammell that the audit and observations be **APPROVED**. Carried unanimously.

**20-13** To review the register of fixed assets.  
Cllr Gammell restated the position regarding the updated valuation of the sports pavilion and Cllr Maple queried the ownership of the barrier alongside Blacksmith's Pond. Cllr Gammell confirmed that this was parish council property, but that replacement costs

would not be high. The Clerk was asked to write to Mr Wood to thank him for painting the barrier. The register was otherwise **APPROVED**. (Appendix C)

**20-14 To confirm the arrangements for insurance cover.**

The Clerk reminded the meeting that the fixed term arrangement would expire in September and that he would be seeking quotes for the renewal, particularly in light of the increase in premiums following the revaluation of the sports pavilion. This course of action was **AGREED** by those present.

**20-15 To review the current situation with regard to the VAT sum to be repaid to HMRC and determine the way forward.**

In light of the current communication problems with HMRC, it was proposed by Cllr Burleigh, seconded by Cllr Gammell, that the Clerk should continue to send the current letter from the council to HMRC on a monthly basis by email until such time that a response was received. This was **AGREED** by all.

It was also **AGREED** that the Clerk, together with Cllrs Rogers, Gammell and McConnellogue, should formulate a public statement regarding the historic VAT issue.

**20-16 To consider signing a proposed agreement between Pirton Parish Council and Lea Sports PSG Football Club for the maintenance of football pitches at Pirton Recreation Ground.**

Proposed by Cllr Gammell, seconded by Cllr Rogers, and **AGREED** by all present (Cllr Rowe having "dropped out" of the meeting), that the Parish Council sign the agreement set out above, with the proviso that the agreement be signed by the Chairmen of both organisations.

A vote of thanks was offered from the Parish Council to Cllr Maple for all his work in expediting this agreement to completion.

**20-17 To review the following procedures of the council:**

- a. Standing Orders (doc001). **APPROVED** (less Cllr Rowe).
- b. Financial Regulations (doc 003). **APPROVED** (less Cllr Rowe)..
- c. Freedom of Information Act 2000 Publication Scheme (doc 007). **APPROVED** (less Cllr Rowe).
- d. Risk Management Policy (doc011). **APPROVED** (less Cllr Rowe).
- e. Terms of Reference and Delegation Scheme (doc 014). **APPROVED** (less Cllr Rowe).
- f. PNPSG Accounting Procedures (doc 010). **APPROVED** (less Cllr Rowe).
- g. Great Green Policy (doc 020). **APPROVED** (less Cllr Rowe).

**20-18 To confirm Direct Debit as the method of payment to Castle Water and the Information Commissioner (Financial Regulations 6.7)**

**CONFIRMED** (less Cllr Rowe).

**20-19 To confirm BACS as the preferred method of payment of invoices received by the council. (Financial Regulations 6.9)**

**CONFIRMED** (less Cllr Rowe).

**20-20 To confirm the arrangements for the council's communications strategy**

Cllr McConnellogue suggested that in the current climate (Covid-19) the parish council should increase its communications profile and engage more with the village. The Council wished to minute the fact that JoyCare and the Good Neighbour Scheme, as well as many others, were doing great work in the village. Cllr McConnellogue shared her proposed communications scheme which was **AGREED** by all (less Cllr Rowe). Cllr Rogers was to produce a document for circulation summarising the salient points of the current Annual Meeting.

It was also **AGREED** by the majority that a Summer Newsletter should be produced for issue in mid-July.

**20-21 To appoint council representatives to organisations (doc014a)** (Cllr Rowe re-joined the meeting)

- a. Tree Warden – Steve Kitchiner
- b. HR Committee – Cllrs Burleigh, McConnellogue, Rogers and Maple
- c. Parish Paths Partnership (P3) – Cllrs Burleigh and Rowe
- d. Planning Working Group – Cllrs Burleigh, Gammell and Rowe
- e. Village Hall Committee – Cllr Parkin
- f. Bury Trust – Cllrs Gammell, Parkin and Maple
- g. Rands Trust – Cllr Rowe
- h. Hammonds Committee – Cllr McConnellogue

**20-22 Planning**

- a. To consider Planning Applications (see Appendix B). Cllrs Burleigh and Gammell withdrew for this discussion. It was **AGREED** to object to the application for 7 Royal Oak Lane on various grounds, although noting that the proposed dwelling was ecologically sound and of the type required in the village. Cllr Rowe was to draft comments to be forwarded to the Clerk.

**20-23 To determine the time and place of ordinary meetings of the full council.**

Meetings to be held at 7.45pm on the second Thursday of each month in the Village Hall (unless otherwise stated) on the following dates:

|                   |                 |                  |
|-------------------|-----------------|------------------|
| 11 June 2020      | 9 July 2020     | 13 August 2020   |
| 10 September 2020 | 8 October 2020  | 12 November 2020 |
| 10 December 2020  | 14 January 2021 | 11 February 2021 |
| 11 March 2021     | 8 April 2021    |                  |

with the Annual Meeting to take place on 13 May 2021.

All the above **APPROVED**.

**20-24 To suggest items for the next meeting of the Parish Council to be held on Thursday, 11 June 2020 at Pirton Village Hall at 7.45 pm, or electronically as advised.**

- a. To adopt the new Great Green Policy document.
- b. To approve resurfacing repair works to Middle Green (Coleman's Close) play area.
- c. To receive a report on the status of the Recreation Ground charity.

**Meeting Closed: 10.31 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – Asset Register

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

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

**Transactions for Pirton Parish Council Unity Trust**

Appendix A – Monthly Finance Statement (Includes April as no meeting held)

|    |            |                                  |                   |                                   |                    |
|----|------------|----------------------------------|-------------------|-----------------------------------|--------------------|
|    |            |                                  |                   | <b>57,722.73</b>                  |                    |
| 1  | 01/04/2020 | Annual Licence                   | 1.00              | 57,723.73                         | 16/04/2020         |
| 2  | 07/04/2020 | Parking                          | 5.00              | 57,728.73                         | 16/04/2020         |
| 3  | 07/04/2020 | Parking                          | 5.00              | 57,733.73                         | 16/04/2020         |
| 4  | 08/04/2020 | Parking                          | 5.00              | 57,738.73                         | 16/04/2020         |
| 5  | 08/04/2020 | Parking                          | 5.00              | 57,743.73                         | 16/04/2020         |
| 1  | 09/04/2020 | Grant                            | -100.00           | 57,643.73                         | 16/04/2020         |
| 2  | 09/04/2020 | Grant                            | -100.00           | 57,543.73                         | 16/04/2020         |
| 3  | 09/04/2020 | Accounts Software Licence        | -339.60           | 57,204.13                         | 16/04/2020         |
| 4  | 09/04/2020 | Salary                           | -791.68           | 56,412.45                         | 16/04/2020         |
| 5  | 09/04/2020 | Expenses                         | -34.32            | 56,378.13                         | 16/04/2020         |
| 6  | 09/04/2020 | Allotment rent                   | 20.00             | 56,398.13                         | 16/04/2020         |
| 6  | 09/04/2020 | Expenses                         | -30.00            | 56,368.13                         | 16/04/2020         |
| 7  | 09/04/2020 | Allotment rent                   | 40.00             | 56,408.13                         | 16/04/2020         |
| 7  | 09/04/2020 | Expenses                         | -10.68            | 56,397.45                         | 16/04/2020         |
| 8  | 09/04/2020 | Expenses                         | -20.00            | 56,377.45                         | 16/04/2020         |
| 8  | 09/04/2020 | Precept First Payment            | 18,667.29         | 75,044.74                         | 16/04/2020         |
| 9  | 09/04/2020 | CTRS First Payment               | 332.71            | 75,377.45                         | 16/04/2020         |
| 9  | 09/04/2020 | Tax & Employers NI               | -197.92           | 75,179.53                         | 16/04/2020         |
| 10 | 09/04/2020 | Tax & Employers NI               | -37.34            | 75,142.19                         | 16/04/2020         |
| 11 | 09/04/2020 | Street Cleaning                  | -170.00           | 74,972.19                         | 16/04/2020         |
| 12 | 09/04/2020 | Annual Subscription              | -604.62           | 74,367.57                         | 16/04/2020         |
| 13 | 09/04/2020 | Error                            |                   | 74,367.57                         |                    |
| 14 | 09/04/2020 | Error                            |                   | 74,367.57                         |                    |
| 10 | 14/04/2020 | Allotment rent                   | 40.00             | 74,407.57                         | 16/04/2020         |
| 11 | 15/04/2020 | VAT Reclaim                      | 128.71            | 74,536.28                         | 16/04/2020         |
| 12 | 16/04/2020 | 300723 Parking                   | 5.00              | 74,541.28                         | 30/04/2020         |
| 13 | 16/04/2020 | 300723 Parking                   | 5.00              | 74,546.28                         | 30/04/2020         |
| 14 | 16/04/2020 | 100729 Allotment rent            | 40.00             | 74,586.28                         | 30/04/2020         |
| 15 | 22/04/2020 | Allotments Water                 | -12.94            | 74,573.34                         | 30/04/2020         |
| 15 | 27/04/2020 | Allotment rent                   | 40.00             | 74,613.34                         | 30/04/2020         |
| 16 | 28/04/2020 | Allotment rent                   | 40.00             | 74,653.34                         | 30/04/2020         |
| 17 | 28/04/2020 | Parking                          | 5.00              | 74,658.34                         | 30/04/2020         |
| 18 | 11/05/2020 | Allotment rent                   | 40.00             | 74,698.34                         | 12/05/2020         |
| 16 | 14/05/2020 | Internal Audit                   | -336.00           | 74,362.34                         |                    |
| 17 | 14/05/2020 | Room Hire March                  | -18.50            | 74,343.84                         |                    |
| 18 | 14/05/2020 | MUGA Cleaning                    | -856.80           | 73,487.04                         |                    |
| 19 | 14/05/2020 | Salary                           | -581.68           | 72,905.36                         |                    |
| 20 | 14/05/2020 | Expenses                         | -15.60            | 72,889.76                         |                    |
| 21 | 14/05/2020 | Expenses                         | -30.00            | 72,859.76                         |                    |
| 22 | 14/05/2020 | Expenses                         | -53.95            | 72,805.81                         |                    |
| 23 | 14/05/2020 | Expenses                         | -20.00            | 72,785.81                         |                    |
| 24 | 14/05/2020 | Tax & Employers NI               | -145.40           | 72,640.41                         |                    |
| 25 | 14/05/2020 | Street Cleaning                  | -212.50           | 72,427.91                         |                    |
| 26 | 14/05/2020 | Village Greens Grass             | -480.00           | 71,947.91                         |                    |
|    |            | <b>CLOSING BALANCE</b>           |                   | <b>71,947.91</b>                  |                    |
|    |            | <b>Value of uncashed entries</b> | <b>£-2,750.43</b> | <b>Bank statement should show</b> | <b>£ 74,698.34</b> |

PIRTON PARISH COUNCIL

MINUTES: 14 May 2020

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

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

## Bank Reconciliation 30 April 2020

|                                      |            |
|--------------------------------------|------------|
| From Accounts                        | £71,947.91 |
| Payments not cashed.....Add          | £2,750.43  |
| Receipts not entered.....Subtract    | £40.00     |
| Unity Trust Bank Statement should be | £74,658.34 |

## Appendix B – Planning Applications

| Reference     | Detail                                                                                                                                                                                                                                     |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i 20/00924/FP | <b>7 Royal Oak Lane, Pirton</b><br><br><i>Erection of one single storey 3-bed dwelling, including creation of access driveway</i><br><br>Comments to Andrew Hunter by 21 May 2020<br><br><b>Objection</b> to be lodged on several grounds. |

## Planning Decisions (for information only)

| Reference | Detail |
|-----------|--------|
| i Nil     |        |



## Appendix C - Asset Register



## PIRTON PARISH COUNCIL

### FIXED ASSETS

|                   | <u>Category</u>                      |          | <u>Original Cost</u> |
|-------------------|--------------------------------------|----------|----------------------|
| A                 | Dog Waste Bins                       |          | 2,820.59             |
| B                 | Litter Bins                          |          | 629.90               |
| C                 | Signs & Notice Boards                |          | 5,469.48             |
| D                 | Benches & Seats                      |          | 8,840.39             |
| E                 | Roadsweeper's Equipment              |          | 233.24               |
| F                 | Tree Warden's Equipment              |          | 0.00                 |
| G                 | Sports Equipment                     |          | 13,956.20            |
| H                 | Play Equipment                       |          | 25,720.70            |
| I                 | Clerk's Equipment                    |          | 313.07               |
| J                 | Village Assets                       |          | 165,364.00           |
| K                 | Sports & Social Club Assets          |          | 1,425.59             |
|                   |                                      |          | <b>224,773.16</b>    |
|                   | <b>Value at 31/03/2019</b>           |          | <b>227,101.00</b>    |
| <b>Additions</b>  |                                      |          |                      |
| D002B             | Replacement seat Recreation Ground   | 237.60   |                      |
| A015              | New dog bin                          | 249.54   |                      |
|                   |                                      |          | 487.14               |
| <b>Reductions</b> |                                      |          |                      |
| H005              | Roundabout Recreation Ground removed | 1,870.00 | -                    |
|                   |                                      |          | -1,870.00            |
|                   | <b>Value at 31/03/2020</b>           |          | <b>225,718.14</b>    |

### OBSOLETE ITEMS

|   | <u>Category</u>             |  | <u>Original Cost</u> |
|---|-----------------------------|--|----------------------|
| A | Dog Waste Bins              |  | 319.30               |
| B | Litter Bins                 |  | 116.00               |
| C | Signs & Notice Boards       |  | 1,000.00             |
| D | Benches & Seats             |  | 1,600.00             |
| E | Roadsweeper's Equipment     |  | 360.00               |
| F | Tree Warden's Equipment     |  | 1,006.99             |
| G | Sports Equipment            |  | 14,354.18            |
| H | Play Equipment              |  | 0.00                 |
| I | Clerk's Equipment           |  | 2,108.09             |
| J | Village Assets              |  | 0.00                 |
| K | Sports & Social Club Assets |  | 0.00                 |
|   |                             |  | <b>20,864.56</b>     |

PIRTON PARISH COUNCIL

MINUTES: 14 May 2020

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

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

| <b><u>Valuations for Insurance Purposes</u></b> |                                     |                   |
|-------------------------------------------------|-------------------------------------|-------------------|
| A                                               | Dog Waste Bins                      | 0.00              |
| B                                               | Litter Bins                         | 0.00              |
| C                                               | Signs & Notice Boards               | 2,000.00          |
| D                                               | Benches & Seats                     | 0.00              |
| E                                               | Roadsweeper's Equipment             | 0.00              |
| F                                               | Tree Warden's Equipment             | 0.00              |
| G                                               | Sports Equipment                    | 4,500.00          |
| H                                               | Play Equipment                      | 21,000.00         |
| I                                               | Clerk's Equipment                   | 0.00              |
| J                                               | Village Assets                      | 803,800.00        |
| K                                               | Sports & Social Club Assets         | 0.00              |
|                                                 |                                     | <b>831,300.00</b> |
|                                                 | <b>Comprising:</b>                  |                   |
|                                                 | Buildings (Clubhouse & Shed/Garage) | 788,800.00        |
|                                                 | Other Assets                        | 42,500.00         |

Other assets include signs (C), sports equipment (G), play equipment (H), war memorial (10k) and bus shelter (5k).

|                               |
|-------------------------------|
| Signed: _____<br>Dated: _____ |
|-------------------------------|