

# Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held electronically by Zoom on 11 June 2020 at 7.45 pm**

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

**Present:**

Cllr J Rogers (Chair), Cllr D Burleigh, Cllr T Gammell (joined at 8.00pm), Cllr S Maple, Cllr C-A McConnelogue, Cllr M Parkin (joined at 9.00pm), Cllr N Rowe

**In attendance:**

Mr Edward Roberts (Parish Clerk)

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**20-25 To receive and accept apologies for absence.**

Cllr Parkin had another meeting and would be late.

**20-26 Public Participation**

District Cllr Strong and four members of the public had registered to join the meeting electronically. Cllr Strong and three of the four were present during the meeting. There were no items raised from the floor, although clarification was given on the re-submission of a planning application for land to the rear of 17 Walnut Tree Road, Pirton.

**20-27 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 Maple and Rowe as members of the Recreation Ground Development Working Group and belatedly, on joining, from Cllr Gammell as the owner of 11 Royal Oak Lane.

**20-28 To confirm and sign the Minutes of the Parish Council Annual Meeting held on Thursday 14 May 2020 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 14 May 2020, be approved as a true and accurate record of the proceedings and be duly signed.

**20-29 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 May 2020: Unity Trust Account £71,937.91.
- b. It was **RESOLVED** that payments totalling £2395.00, as detailed on the monthly Finance Statement (Appendix A) be made.

**20-30 To receive the Clerk's report.**

The Clerk reported that the monthly email regarding VAT reclaims, as agreed at the last Parish Council meeting, had been sent to HMRC in May. A reply had been received stressing that no penalties could be imposed on the Parish Council, there was no time limit for repayments to HMRC and that the sum owing could be repaid in any manner that suited the council, including offsetting against future reclaims.

Payments for allotment rents were all in and there were three parking permit payments outstanding at present.

The Charity Commission had finally sent a copy of the Recreation Ground Committee constitution, which added little to the information on the Recreation Ground Charity. A Trustees meeting of the charity was held on 26 May 2020 and a resolution to dissolve the charity was passed. The Charity Commission was informed and the entry in the register against Pirton Recreation Ground is now annotated 'Removed'.

Contact was made with Urbaser regarding the provision of a bin for the street cleaner. NHDC replied and were willing to provide a 'litter picker's bin'. In the end, this was not required, but the possibility of provision remains open. The Village Hall confirmed that use of their bin for the street cleaner was not a problem.

The resubmissions for The Fox, Motte & Bailey and Village Stores as Assets of Community Value were sent to NHDC on 2 June 2020.

**20-31 To agree the dates for the Public Rights period as suggested by the external auditor, Monday 15 June – Friday 24 July 2020.**

**AGREED** by those present.

**20-32 To review and adopt the updated Great Green Policy document (doc 020).**

Cllr Gammell commended the Village Greens document as a fine piece of work by Cllr Parkin. Although it needed further proof reading before publication, the document was **ADOPTED**. [*Clerk's note – the document has now been published and numbered doc024 as it does not supercede Great Green Policy doc020.*]

**20-33 To agree quotes and appoint a contractor for the repair of the soft surfaces at the Middle Green (Coleman's Close) play area..**

Cllr Rogers had obtained quotes for various degrees of repair and replacement of the surfaces from Redlynch, the original contractor. Their recommendation was for full replacement, with a 5 year guarantee, at a cost of £6833.00. While it was agreed that safety was a primary concern, there was a lack of clarity over exactly what the quote covered in the way of surface area. Cllr Rogers agreed to seek clarification and the item was held over to the next meeting of the council.

**20-34 To approve the payment of not more than £100 a month for the period 1 June – 31 August 2020 for the use by the Parish Council street cleaner of the Urbaser bin at the Sports and Social Club. Such payment is to cease on the re-opening of the Club, but may be reviewed and extended should the Club remain closed for a longer period.**

**AGREED** by all present. Thanks were minuted to the Village Hall for the continued use of their bin and for the co-operation of the Sports and Social Club in this matter.

**20-35 To approve and issue a public statement regarding the VAT review in line with Parish Council Minute 20-15.**

Proposed by Cllr Burleigh, seconded by Cllr McConnellogue and **AGREED** by all present.

**20-36 To review the following procedures of the council:**

- a. Standing Orders RFO (doc004). **APPROVED**.
- b. Chairmanship (doc 005). **APPROVED**.

**20-37 Planning**

- a. To consider Planning Applications (see Appendix B). Cllr Gammell withdrew for the discussion on 11 Royal Oak Lane. The Clerk was to respond on 37 Royal Oak Lane and 21 Walnut Tree Road. The Council would neither object nor approve 37 Royal Oak Lane, but would comment on certain aspects. There were no objections to the 21 Walnut Tree Road proposal.

While the development to the rear of 17 Walnut tree Road was welcomed, parking was an issue. For 11 Royal Oak Lane, an objection would be lodged. Cllr Burleigh was to draft comments on these applications to be forwarded to the Clerk.

- b. To receive an update on the Local Plan. Nil.
- c. To receive an update on CALA Homes Ltd. (Cllr Parkin joined the meeting during this item). Cllr McConnellogue reported that communications had been re-established with Cala and she had received an email from the new site manager. It had been agreed to restart the previous meetings. Issues around construction traffic were raised by both Cllr McConnellogue and Cllr Rogers. These were to be fed back to Cala. Cllr Gammell mentioned that it was likely that construction on the site would not be completed until November 2021. There was some discussion over the issue of parking along Holwell Road, particularly regarding safety issues. Cala would be asked if there was a possibility of opening access to the village via an exit to Hambridge Way.
- d. To receive an update on Spitfire Homes. Cllr Maple reported that his point of contact had left the company and he was seeking an alternative.
- e. To consider the situation with regard to Wright's farm. Cllr Burleigh had shared emails regarding planning on the site and there was still a decision to be made over the development of the listed barn. The access track had to be at least 5.5m wide and there was a potential issue with a neighbour's hedge and the actual boundary line. Hertfordshire County Council (HCC) thought that the boundary was the centre of the hedge but did not want to destroy the whole thing. It was noted by Cllr Gammell that HCC had completely failed to engage with the Parish Council and Pirton residents over the site. A letter had been sent by the local MP.

**20-38 To receive reports on the following:**

- a. Parish Paths Partnership (P3). The kissing gate repairs had been carried out to a good standard. Cllr Gammell commented that the footpaths had been strimmed, but that overhanging vegetation had not been cleared. It was suggested that an item on householders' responsibilities regarding hedges and trees be put in the next newsletter.
- b. S106 Projects. On behalf of the RecDevWG, Cllr McConnellogue sought clarification regarding the S106 application process and agreed to explore this with NHDC. Cllrs Gammell and Maple would draft a letter to the local MP regarding the Community Infrastructure Levy (CIL).
- c. Village Environment. Cllr McConnellogue had drafted a letter to Highways on the subject of the verge at the Holwell Road/Royal Oak Lane junction and the safety issue of pedestrians walking into the village from the Comice Meadows development. While it was agreed that there was scope for some road widening and a dialogue with Highways, Cllr Burleigh urged caution regarding the parking outside the 12 Apostles. Cllr Parkin mentioned the large sum now available for cycling and walking, with the District Council Transport Coordinator looking at new routes.
- d. Bury Trust. There were no issues at present.
- e. Village Hall. Cllr Parkin reported that there were no current plans for reopening. It was intended to restart the play scheme in September and there was a possibility of the primary school using the hall for extra space.
- f. RecDec Working group. Cllr Maple went through his report, previously circulated. See Appendix C. Cllr Burleigh offered to investigate possible archaeology costs. Proposed by Cllr Rogers, seconded by Cllr Gammell, that the Parish Council agrees to put £5000.00 towards the £15,000.00 required to appoint an architect to prepare and develop the concept design. **AGREED.**

**20-39 To suggest items for the next meeting of the Parish Council to be held on Thursday, 9 July 2020 at Pirton Village Hall at 7.45pm, or electronically as advised.**

No items were suggested.

**Meeting Closed: 10.02 pm.**

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

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

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDevWG Report

## Appendix A – Monthly Finance Statement

15 June 2020 (2020 - 2021)

**Pirton Parish Council Finance Statement**

| <b>Code</b>       | <b>Date</b> | <b>Description</b>   | <b>Supplier</b>          | <b>VAT Type</b> | <b>Net</b>      | <b>VAT</b>    | <b>Total</b>    |
|-------------------|-------------|----------------------|--------------------------|-----------------|-----------------|---------------|-----------------|
| CPRE              | 11/06/2020  | CPRE Subscription    | CPRE                     | Z               | 36.00           | 0.00          | 36.00           |
| Salary            | 11/06/2020  | Salary               | Edward Roberts (Clerk)   | Z               | 563.38          | 0.00          | 563.38          |
| Postage & Mileage | 11/06/2020  | Expenses             | Edward Roberts (Clerk)   | Z               | 8.10            | 0.00          | 8.10            |
| Room (Office)     | 11/06/2020  | Expenses             | Edward Roberts (Clerk)   | Z               | 30.00           | 0.00          | 30.00           |
| Stationery        | 11/06/2020  | Expenses             | Edward Roberts (Clerk)   | Z               | 2.20            | 0.00          | 2.20            |
| Telephone         | 11/06/2020  | Expenses             | Edward Roberts (Clerk)   | Z               | 20.00           | 0.00          | 20.00           |
| Chiltern Society  | 11/06/2020  | Annual Subscription  | Chiltern Society         | Z               | 30.00           | 0.00          | 30.00           |
| Tax               | 11/06/2020  | Tax & Employers NI   | HMRC Clerk's Tax         | Z               | 140.80          | 0.00          | 140.80          |
| Info Comm         | 20/05/2020  | Annual Subscription  | Information Commissioner | Z               | 35.00           | 0.00          | 35.00           |
| Street Cleaner    | 11/06/2020  | Street Cleaning      | Tony Smart               | Z               | 170.00          | 0.00          | 170.00          |
| Grass Cutting Rec | 11/06/2020  | Rec Grass Cutting    | Bullard & Son            | S               | 741.27          | 148.25        | 889.52          |
| Village Greens    | 11/06/2020  | Village Greens Grass | Andrew Burton            | Z               | 320.00          | 0.00          | 320.00          |
| Parish Paths      | 11/06/2020  | Parish Paths         | IGB Fencing              | S               | 125.00          | 25.00         | 150.00          |
| <b>Total</b>      |             |                      |                          |                 | <b>2,221.75</b> | <b>173.25</b> | <b>2,395.00</b> |

| <b>Code</b>     | <b>Date</b> | <b>Description</b> | <b>Supplier</b> | <b>VAT Type</b> | <b>Net</b>   | <b>VAT</b>  | <b>Total</b> |
|-----------------|-------------|--------------------|-----------------|-----------------|--------------|-------------|--------------|
| Parking Permits | 19/05/2020  | Parking            | Allard          | Z               | 5.00         | 0.00        | 5.00         |
| Allotment Rents | 22/05/2020  | Allotment rent     | Wheeler         | Z               | 20.00        | 0.00        | 20.00        |
| Allotment Rents | 03/06/2020  | Allotment rent     | Carpenter       | Z               | 38.00        | 0.00        | 38.00        |
| <b>Total</b>    |             |                    |                 |                 | <b>63.00</b> | <b>0.00</b> | <b>63.00</b> |

PIRTON PARISH COUNCIL

MINUTES: 11 June 2020

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

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



Appendix B – Planning Applications

| Reference              | Detail                                                                                                                                                                                                                                                                                                                            |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>20/01030/FPH</b>  | <p><b>37 Royal Oak Lane, Pirton</b></p> <p><i>Single storey side extension and single storey front Porch</i></p> <p>Comments to Heather Lai by 13 June 2020</p>                                                                                                                                                                   |
| ii <b>20/01058/FPH</b> | <p><b>Walnut Tree Farm, 21 Walnut Tree Road, Pirton</b></p> <p><i>Erection of open porch to existing detached rear pool house</i></p> <p>Comments to Heather Lai by 14 June 2020</p>                                                                                                                                              |
| iii <b>20/01070/FP</b> | <p><b>Land to the rear of 17 Walnut Tree Road, Pirton</b></p> <p><i>Erection of 8 dwellings comprising two x 2-bed, five x 3-bed and one x 4-bed dwellings associated garaging and landscaping including creation of new vehicular access off Walnut Tree Road</i></p> <p>Comments to Heather Lai by 20 June 2020</p>             |
| iv <b>20/01151/FP</b>  | <p><b>11 Royal Oak Lane, Pirton</b></p> <p><i>Erection of one 3-bed dwelling; partial demolition and reconfiguration of existing dwelling to facilitate new vehicular access and driveway to serve detached 3-bed dwelling in rear garden and closing of existing access</i></p> <p>Comments to Andrew Hunter by 28 June 2020</p> |

**Planning Decisions** (for information only)

| Reference    | Detail |
|--------------|--------|
| i <b>Nil</b> |        |

|                                          |
|------------------------------------------|
| <p>Signed: _____</p> <p>Dated: _____</p> |
|------------------------------------------|



## Appendix C - RecDevWG Report

**RecDev Working Group report to PPC 11 June 2020**

1. The Working Group has met 10 times to date. Due to the Covid -19 restrictions planned meetings in April and May were cancelled. The working group meetings restarted (virtually) on 1<sup>st</sup> June. The group has two key activities:
  - a. To develop proposals for a revamped playground area
  - b. To develop proposals for a new pavilion

**Playground area**

2. Three key user groups have been surveyed for playground equipment suggestions. Two key issues to be resolved are:
  - Should any of the existing equipment be retained (does it meet safety requirements)
  - Should the desire by older respondents for outdoor gym equipment be included. These are costly items, may not see much use, would need a separate location, and aren't strictly "play equipment"
3. There appears to be £20,853.57 of S106 money available plus an amount (to be agreed) from ETF1. As an initial working assumption a total budget of £30k is being used. It is intended to informally approach 3 suppliers for suggestions of what could be achieved relative to our survey findings and budget.
4. It is then intended to present a proposal with options to the PPC for consideration, and to socialize the proposal with villagers.
5. It would be desirable to have more parking spaces available at the Recreation Ground and consideration may be given to creating a proposal to move the playground boundaries a little.

**New pavilion**

6. For the pavilion, progress to date is:
  - a. A set of requirements has been produced.
  - b. Location has been considered and the proposed location is in the NW corner (in front of the access road). This location meets ECB and Football Foundation criteria, and allows the new build to proceed before demolishing the existing pavilion. The storage building would have to be demolished first, and replaced with temporary storage facilities (probably containers).
  - c. Two initial concept designs have been produced.
7. Key issues for the pavilion are:
  - a. Cost estimate broadly £450K for modular, £800k for conventional.
  - b. S106Funding available appears to be c£188.7k minus the amount for playground. This assumes that the remaining c£5.7k Priors Hill community meeting room funding remains available (c£6k has been allocated to the Village Hall). Maybe c£100k could be available from the Football Foundation and ECB, so there is therefore a considerable gap at this stage.
  - c. The access road may not be adequate for construction, particularly if modular construction.
  - d. There is concern that archaeological surveys could add substantial cost, and this is not included in the estimates. A key question is whether this would be mitigated if the new build were in the same location as the existing pavilion (although the footprint would not be identical) although this is not the preferred location.
  - e. Initial design funding will be required to provide sufficient details for grant applications. Initial estimate is 2 tranches of funding of £15k, and then £15-25k. It is likely to be difficult to find grants for these sums as there are no physical deliveries, just designs.

8. In the short term the two key issues for progressing are:
  - How to raise c£15k to allow the appointment of an architect to carry out RIBA stages 2 and 3 – preparing and developing the concept design from the plans that have been prepared to date.
  - Possible contributors are; PPC, PSSC, Sports clubs, NHDC, HCC, Crowd funding.
  - How and when to commence socializing the proposals with villagers. It is felt that this should commence ASAP, and that with the Covid restrictions social media should be used as well as other methods.
  
9. The PPC is requested to:
  - a. NOTE the contents of this update
  - b. PROVIDE any comments on the matters contained in this update
  - c. NOTE that to proceed with the new pavilion an initial c£15k will need to be found to do concept and developed designs.
  - d. CONSIDER how much the PPC may be willing to contribute towards the £15k