

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held electronically by Zoom on 9 July 2020 at 7.45 pm

www.pirtonparishcouncil.org.uk

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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**20-40 To receive and accept apologies for absence.**

District Cllrs Barnard and Strong were attending a NHDC meeting.

**20-41 Public Participation**

Three members of the public logged on to the meeting. While no actual items were raised from the floor, one resident did comment on planning application 20/01167/PNQ West Lane Farm.

**20-42 To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

No declarations of interest were received.

**20-43 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 11 June 2020 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 11 June 2020, be approved as a true and accurate record of the proceedings and be duly signed.

**20-44 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 30 June 2020: Unity Trust Account £69,578.96.
- b. It was **RESOLVED** that payments totalling £1345.33, as detailed on the monthly Finance Statement (Appendix A) be made.

**20-45 To receive the Clerk's report.**

The Clerk reported that all payments for allotment rent and parking permits had been received. There had been a query about the AGAR from the external auditors but this had been satisfactorily resolved. Insurance quotes had been sought from Zurich and BNIB (NALC recommended) as the 3-year fixed deal with Came & Co ends in September. A quote from Came & Co would be received in the usual manner. The 50% discounted payment from the Tennis Club for the 6 months to September had been received.

The Clerk had circulated expenditure against budget for the 3 months to June and highlighted a few entries. Overall, the position was satisfactory.

Additional quotes for the work on Middle Green playground had been received and circulated. The public statement on VAT had been sent to the Chairmen of the various

organisations concerned and had been published on the website. Asset inspection paperwork had been distributed to all councillors.

Letters had been received on the subject of Great Green and would be discussed as item 20-48. There had also been emails regarding traffic safety in Little Lane and the subject of S106 monies.

**20-46 To agree quotes and appoint a contractor for the repair of the soft surfaces at the Middle Green (Coleman's Close) play area..**

The 3 quotes from Redlynch (£6833), Safeplay Surfacing (£6375) and RTC Safety Surfaces (£5284) were considered in detail, with concern expressed at the lack of detail on any guarantees from Safeplay and RTC. Redlynch had laid the surface when the play area was built and it had lasted well beyond its expected life. They were also the local recommended contractor and offered a 5 year guarantee. It was proposed by Cllr Gammell, seconded by Cllr Maple, that Redlynch be adopted as the contractor. The vote was 5 for and 2 against, with the motion being **CARRIED**. Cllr Rogers agreed to contact Redlynch.

**20-47 To consider the re-opening of the Recreation Ground and Middle Green playgrounds and the actions required.**

After much discussion and consideration of both the Government's advice and the fact that NHDC had not yet re-opened any of its play areas, the following actions were **AGREED**. Cllr Maple would produce a risk assessment, with the assistance of Cllr Burleigh. Cllr Rogers would contact the groundsman to conduct a full physical inspection of the equipment to ensure that it was safe and make good any damage to fencing. Cllr Parkin would produce appropriate warning and advice posters. Cllr Gammell would put an announcement on social media to the effect that preparations for opening were underway, but that no date had yet been set.

It was **RESOLVED** that Cllr Rogers, as Chairman, be delegated to re-assess the situation once all the preliminary work above had been concluded. Cllr Rowe abstained on this vote.

**20-48 To consider the contents of the letters from Mr S Smith and Mr D Jarrett regarding Great Green, the access track and parking.**

Cllrs generally agreed that the existing rules for parking had not changed and that they should be adhered to. Policing the policy was problematic and the scheme relied on the good will of the residents for its success. Residents appeared willing to adopt self-help measures in repairing the pot holes and this was to be encouraged. It was **AGREED** that Cllr Rogers would write to the residents and remind them of the policies in place. Any concerns should be addressed to the Parish Council via the Clerk.

Cllr Rogers was also to contact Steve Kitchener regarding the post and chain repairs required on the Green.

**20-49 Planning**

- a. To consider Planning Applications (see Appendix B). Cllr Burleigh and a village resident spoke on application 20/01167/PNQ West Lane Farm. The proposed alterations would have an adverse impact on the neighbouring property and setting of a listed building. Cllr Burleigh would draft appropriate comments as an objection to this application. [Cllr Gammell and one member of the public left the meeting at 9.18pm]. Cllr Rowe spoke on application 20/01391/FPH 41 Royal Oak Lane. There were no serious objections, although parking would probably have to encroach on the garden space. He would draft appropriate comments for the planning officer.
- b. To receive an update on the Local Plan. Cllr Burleigh reported that the additional hearings scheduled for March 2020 had been postponed and no new date had

- been set. It was all with the planning inspectorate, but there was no information regarding the future programme.
- c. To receive an update on CALA Homes Ltd. Cllr McConnellogue reported that the completion date was now expected to be April 2021. The site had been made safe for workers to return. There was no likelihood of any early access to Hambridge Way as this would be the last thing done on site. The site manager was to look into the matter of car parking spaces for residents in the 12 Apostles cottages. Cllr Rowe raised the S106 condition (Schedule 2 Part 1) regarding the completion of the affordable houses in the scheme prior to the release of open market properties. Cllr McConnellogue would follow this up with Cala.
  - d. To receive an update on Spitfire Homes. Cllr Maple reported that he was still waiting for a response.
  - e. To consider the situation with regard to Wright's farm. Cllr Burleigh had had an email exchange based on the FOI request made by Cllr Parkin and had corrected some of the Council's comments regarding how people had left the site. The owner of the property alongside the access track had written to NHDC to ask for a meeting to determine the exact boundary and status of the hedge. Cllr Parkin had approached the County Council regarding access, but had not received a reply.

**20-50 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Nil.
- b. S106 Projects. Cllrs Burleigh, Rogers and Parkin agreed to meet up at the Great Green bus shelter to consider what might be done to improve it. It was agreed that at this time the village probably did not require the bicycle racks that had been offered by NHDC.
- c. Village Environment. Cllr Burleigh reminded the meeting that a Parish Council committee existed, but had not yet met. A meeting needed to be arranged.
- d. Bury Trust. Nil.
- e. Village Hall. Cllr Parkin reported that the village Hall planned to re-open from 1 September. Nothing had yet been received from Play Aloud, so their future actions were not known. Requests to use the hall would be on a case by case basis. Risk assessments were ongoing, along with the necessary work. Hirers will have to follow additional conditions.
- f. RecDec Working group. Cllr Maple went through his report, previously circulated. He highlighted new areas of discussion. (See Appendix C)

**20-51 To suggest items for the next meeting of the Parish Council to be held on Thursday, 13 August 2020 at Pirton Village Hall at 7.45pm, or electronically as advised.**

Cllr Rogers brought up the subject of sowing wild flower seeds around the village verges. This was probably a topic for the Environment Committee and although the wrong time of year, it would be good to get agreement early.

**Meeting Closed: 10.06 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDevWG Report

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

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

## Appendix A – Monthly Finance Statement

**Pirton Parish Council Financial Statement**

| <b>Code</b>           | <b>Date</b> | <b>Description</b>        | <b>Supplier</b>           | <b>Net</b>      | <b>VAT</b>  | <b>Total</b>    |
|-----------------------|-------------|---------------------------|---------------------------|-----------------|-------------|-----------------|
| Salary                | 09/07/2020  | Salary                    | Edward Roberts<br>(Clerk) | 570.54          | 0.00        | 570.54          |
| Room                  | 09/07/2020  | Expenses                  | Edward Roberts<br>(Clerk) | 30.00           | 0.00        | 30.00           |
| Telephone             | 09/07/2020  | Expenses                  | Edward Roberts<br>(Clerk) | 20.00           | 0.00        | 20.00           |
| Postage &<br>Mileage  | 09/07/2020  | Expenses                  | Edward Roberts<br>(Clerk) | 29.99           | 0.00        | 29.99           |
| Stationery            | 09/07/2020  | Expenses                  | Edward Roberts<br>(Clerk) | 6.00            | 0.00        | 6.00            |
| Tax                   | 09/07/2020  | Tax &<br>Employers NI     | HMRC Clerk's Tax          | 142.80          | 0.00        | 142.80          |
| Street Cleaner        | 09/07/2020  | Street Cleaning           | Tony Smart                | 170.00          | 0.00        | 170.00          |
| Neighbourhood<br>Plan | 09/07/2020  | NP Website                | Jonty Wild                | 17.50           | 3.50        | 21.00           |
| Village Greens        | 09/07/2020  | Village Greens<br>Grass   | Andrew Burton             | 320.00          | 0.00        | 320.00          |
| CDA                   | 09/07/2020  | CDA Herts<br>Subscription | CDA Herts                 | 35.00           | 0.00        | 35.00           |
| <b>Total</b>          |             |                           |                           | <b>1,341.83</b> | <b>3.50</b> | <b>1,345.33</b> |

| <b>Code</b>     | <b>Date</b> | <b>Description</b>    | <b>Supplier</b> | <b>VAT<br/>Type</b> | <b>Net</b>    | <b>VAT</b>  | <b>Total</b>  |
|-----------------|-------------|-----------------------|-----------------|---------------------|---------------|-------------|---------------|
| Parking Permits | 23/06/2020  | Parking               | J Glasson       |                     | 5.00          | 0.00        | 5.00          |
| Parking Permits | 25/06/2020  | Parking               | J Evans         |                     | 5.00          | 0.00        | 5.00          |
| Parking Permits | 29/06/2020  | Parking               | Mr & Mrs Dixon  |                     | 5.00          | 0.00        | 5.00          |
| Tennis Club     | 03/07/2020  | Tennis Club<br>Rental | Tennis Club     |                     | 721.72        | 0.00        | 721.72        |
| <b>Total</b>    |             |                       |                 |                     | <b>736.72</b> | <b>0.00</b> | <b>736.72</b> |

PIRTON PARISH COUNCIL

MINUTES: 9 July 2020

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

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

## Pirton Parish Council

### Bank Reconciliation at 30/06/2020

|          |                                                   |                  |
|----------|---------------------------------------------------|------------------|
|          | Cash in Hand 01/04/2020                           | 57,722.73        |
|          | <b>ADD</b>                                        |                  |
|          | Receipts 01/04/2020 - 30/06/2020                  | 19,502.71        |
|          |                                                   | 77,225.44        |
|          | <b>SUBTRACT</b>                                   |                  |
|          | Payments 01/04/2020 - 30/06/2020                  | 7646.48          |
| <b>A</b> | <b>Cash in Hand 30/06/2020</b><br>(per Cash Book) | <b>69,578.96</b> |
|          | Cash in hand per Bank Statements                  |                  |
|          | Petty Cash 30/06/2020                             | 0.00             |
|          | Pirton Parish Council Unity Trust 30/06/2020      | 69,578.96        |
|          |                                                   | <b>69,578.96</b> |
|          | Less unrepresented payments                       | 0.00             |
|          |                                                   | 69,578.96        |
|          | Plus unrepresented receipts                       | 0.00             |
| <b>B</b> | <b>Adjusted Bank Balance</b>                      | <b>69,578.96</b> |
|          | <br><b>A = B Checks out OK</b>                    |                  |

|                               |
|-------------------------------|
| Signed: _____<br>Dated: _____ |
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## Appendix B – Planning Applications

| Reference              | Detail                                                                                                                                                                                                                                                |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>20/01167/PNQ</b>  | <b>West Lane Farm, West Lane, Pirton</b><br><br><i>Change of use of agricultural barn to dwelling house (C3) (External alterations pursuant to application ref: 18/02017/PNQ)</i><br><br>Comments to Ben Glover by 3 July (extended to 13 July 2020). |
| ii <b>20/01391/FPH</b> | <b>41 Royal Oak Lane, Pirton</b><br><br><i>Two storey side extension and single storey front porch following demolition of existing front porch</i><br><br>Comments to Heather Lai by 25 July 2020                                                    |

## Planning Decisions (for information only)

| Reference            | Detail                                                                                                                                                                                                         |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>20/00924/FP</b> | <b>7 Royal Oak Lane</b><br><br><i>Erection of one single storey 3-bed dwelling including creation of access driveway (amended plans received 17/06/20 and 18/06/20)</i><br><br>Permission granted 25 June 2020 |

## Appendix C - RecDevWG Report

**RecDev Working Group report to PPC 9 July 2020**

1. The Working Group has met 11 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. Setters are due to provide a proposal about mid July.
5. It is then intended to present a proposal with options to the PPC for consideration, and to socialize the proposal with villagers.
6. 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**

7. 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. It is proposed that long term storage is provided using containers with screening (probably timber).
  - d. Several initial concept designs for the new pavilion have been produced.
8. Key issues for the pavilion are:
  - a. Cost estimate broadly £450K for modular (to be confirmed), £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, although one company believes that it should be alright. Remedial work may be needed to the surface after the 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. Advice to date suggests that while the location may make a difference it is probably not substantial.
  - 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.



- f. The Parish council has kindly allocated £5k of funding towards the initial £15k that is required.
- 9. In the short term the two key issues for progressing are:
  - How to raise the remaining c£10k 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; 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. It is proposed to use the PPC Summer Newsletter to provide an update.
- 10. In the long term one source of funding that could be considered is a loan to the PPC, paid back over a number of years through the Precept.
- 11. 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 a further c£10k will need to be found to do concept and developed designs.

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