

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held electronically by Zoom on 13 August 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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**20-52 To receive and accept apologies for absence.**

Nil.

**20-53 Public Participation**

Four members of the public logged on to the meeting, along with District Cllr Strong. While no actual items were raised from the floor, residents did take part in discussions on Wright's Farm under Planning.

**20-54 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.

**20-55 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 9 July 2020 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 9 July 2020, be approved as a true and accurate record of the proceedings and be duly signed.

**20-56 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 July 2020: Unity Trust Account £68,955.35
- b. It was **RESOLVED** that payments totalling £3996.00, as detailed on the monthly Finance Statement (Appendix A) be made.

**20-57 To receive the Clerk's report.**

The Clerk reported that the external audit report had been received from PKF Littlejohn and the Conclusion of Audit notice published. There were no adverse comments, merely a couple of advisories as highlighted by the internal audit. These areas had been addressed.

The Clerk had received two insurance quotes for renewal, but was still waiting for the council's current brokers to get back with their quotes. He suggested that a decision could be delayed until the September council meeting.

The Motte & Bailey, Fox and Village Stores had been confirmed as Assets of Community Value from 5 August 2020 for 5 years. The newsletter had been printed and distributed and had been well received. Letters had been delivered to residents at Great Green regarding parking on the track and the council had been thanked for their work.

A purchase order had been issued for the resurfacing of the soft areas at Middle Green play area. It was hoped that work might start in September or October.

**20-58 To consider quotes received for the renewal of the Council's insurance from 1 October 2020 and agree a provider.**

It was **AGREED** that this item would be held over to September, when all quotes had been received by the Clerk.

**20-59 To agree expenditure on repairs to play equipment at Middle Green play area.**

Cllr Rogers had obtained a quote from Setter for repairs to the 'Square Bear' climbing frame. The contractor had also quoted for an optional replacement of the decks and steps, which had deteriorated, but were not dangerous. It was **AGREED** that all necessary work to render the structure safe and prolong its life should be taken. The quote of £865.00 was therefore **ACCEPTED**. The Clerk would raise the necessary Purchase Order.

**20-60 To consider formulating a response on the proposal to form a single Unitary Authority in Hertfordshire.**

Cllrs discussed this item at length. The conclusion was that there was insufficient information available at present and that the item should be carried over to the September meeting. In the meantime, Cllr Burleigh would attend the NHDC full council meeting on 27 August 2020, where a vote would be taken on the proposal, and the parish council would respond to the National Association of Local Council's consultation.

**20-61 To receive updates on the inspection of fixed assets.**

A few areas had yet to be completed, but the inspections had generally been satisfactory. Outstanding reports were to be forwarded to the Clerk for entry on the Asset Register.

**20-62 Planning**

- a. To consider Planning Applications (see Appendix B). Much was said on the subject of the Wright's Farm 19/01275/OP application by Cllrs, residents and Cllr Strong. A draft response, previously circulated by Cllr Burleigh, was **APPROVED** by all present and would be forwarded to NHDC by the Clerk. On the 20/01646/S73 application, there were no objections to the changes to the barn, but a response would be drafted discussing the proposed revised route of the access roadway. Cllr Burleigh reminded the meeting that the response to the Oughtonhead Pumping Station consultation was not on the agenda, but a draft response had been circulated to all Cllrs. It was **AGREED** that this should stand and would be forwarded by the Clerk to NHDC.
- b. To receive an update on the Local Plan. Cllr Strong had heard that hearings might resume via Zoom. She would check to see if this was official, but they should reconvene soon with the inspector.
- c. To receive an update on CALA Homes Ltd. There was no update.
- d. To receive an update on Spitfire Homes. Cllr Maple reported that the site manager was acting as the contact. The road works delayed from February were underway now and the first residents should move in by the end of September. A question was asked about extending and possibly resurfacing the footpath that had been put in to the Baulk. Cllr Maple would ask Spitfire if this could be done as a goodwill gesture.
- e. To consider the situation with regard to Wright's farm. This had been covered under Planning Applications.

**20-63 To receive reports on the following:**

- a. Parish Paths Partnership (P3). No update, but a question was asked about the minimum width for a footpath. Cllr Rowe was to find out.
- b. S106 Projects. Cllrs Burleigh, McConnellogue and Parkin had inspected the bus shelter and drawn up a list of the work required. A contractor would be sought.

- Cllr Gammell was to write to the local MP regarding S106 monies generally and the adverse impact on Pirton by the district council not having the Community Infrastructure Levy (CIL) in place. Cllr Strong said that NHDC was looking at CIL.
- c. Village Environment. The Environment Committee had conducted two productive walks, looking at the village environment, but there was more to do. The Committee would report further when the work had been completed.
  - d. Bury Trust. Nil.
  - e. Village Hall. Cllr Parkin reported that the Village Hall had some hirers back under the new contract, including the Yoga Group, Table Tennis, Play Aloud and possibly the Film Club. There were no fundraising events planned at present.
  - f. RecDec Working group. Cllr McConnellogue went through the draft proposals for the play area received from Setter. Cllr Maple spoke on the possibility of increasing car parking, but this was dependent on the extent of the play area scheme to be adopted. (See Appendix C for the full report). It was proposed by Cllr Gammell, seconded by Cllr Rogers, that the Parish Council make up the £2000 shortfall in funds for the initial design brief. This was **AGREED** by all present.

**20-64     To suggest items for the next meeting of the Parish Council to be held on Thursday, 10 September 2020 at Pirton Village Hall at 7.45pm, or electronically as advised.**

Cllr Parkin mentioned the Planning White Paper responses that have been asked for by NALC. Cllr Burleigh would have a look at what was required.

**Meeting Closed: 10.35 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDevWG Report (Annex A Playground)

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

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

## Appendix A – Monthly Finance Statement

**Pirton Parish Council Financial Statement****Payments**

| <b>Code</b>       | <b>Date</b> | <b>Description</b>   | <b>Supplier</b>               | <b>Net</b>      | <b>VAT</b>   | <b>Total</b>    |
|-------------------|-------------|----------------------|-------------------------------|-----------------|--------------|-----------------|
| Groundsman        | 13/08/2020  | Groundsman Duties    | Steve Kitchiner               | 1,909.00        | 0.00         | 1,909.00        |
| Salary            | 13/08/2020  | Salary               | Edward Roberts (Clerk)        | 513.00          | 0.00         | 513.00          |
| Room              | 13/08/2020  | Expenses             | Edward Roberts (Clerk)        | 30.00           | 0.00         | 30.00           |
| Telephone         | 13/08/2020  | Expenses             | Edward Roberts (Clerk)        | 20.00           | 0.00         | 20.00           |
| Postage & Mileage | 13/08/2020  | Expenses             | Edward Roberts (Clerk)        | 24.30           | 0.00         | 24.30           |
| Street Cleaner    | 13/08/2020  | Bin Rental           | Pirton Sports and Social Club | 240.00          | 0.00         | 240.00          |
| Tax               | 13/08/2020  | Tax & Employers NI   | HMRC Clerk's Tax              | 128.20          | 0.00         | 128.20          |
| Street Cleaner    | 13/08/2020  | Street Cleaning      | Tony Smart                    | 212.50          | 0.00         | 212.50          |
| Audits            | 13/08/2020  | External Audit       | PKF Littlejohn                | 200.00          | 40.00        | 240.00          |
| Newsletter        | 13/08/2020  | Newsletter Printing  | Form IT                       | 359.00          | 0.00         | 359.00          |
| Village Greens    | 13/08/2020  | Village Greens Grass | Andrew Burton                 | 320.00          | 0.00         | 320.00          |
| <b>Total</b>      |             |                      |                               | <b>3,956.00</b> | <b>40.00</b> | <b>3,996.00</b> |

**Receipts**

Nil

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

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

**Bank Reconciliation at 31/07/2020**

|          |                                   |            |                  |
|----------|-----------------------------------|------------|------------------|
|          | Cash in Hand 01/04/2020           |            | 57,722.73        |
|          | <b>ADD</b>                        |            |                  |
|          | Receipts 01/04/2020 - 31/07/2020  |            | 20,224.43        |
|          |                                   |            | 77,947.16        |
|          | <b>SUBTRACT</b>                   |            |                  |
|          | Payments 01/04/2020 - 31/07/2020  |            | 8,991.81         |
| <b>A</b> | <b>Cash in Hand 31/07/2020</b>    |            | <b>68,955.35</b> |
|          | (per Cash Book)                   |            |                  |
|          | Cash in hand per Bank Statements  |            |                  |
|          | Petty Cash                        | 31/07/2020 | 0.00             |
|          | Pirton Parish Council Unity Trust | 31/07/2020 | 68,955.35        |
|          |                                   |            | <b>68,955.35</b> |
|          | Less unrepresented payments       |            | 0.00             |
|          |                                   |            | 68,955.35        |
|          | Plus unrepresented receipts       |            | 0.00             |
| <b>B</b> | <b>Adjusted Bank Balance</b>      |            | <b>68,955.35</b> |
|          | <b>A = B Checks out OK</b>        |            |                  |

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

## Appendix B – Planning Applications

| Reference       | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i 19/01275/OP   | <p><b>Wrights Farm, Shillington Road, Pirton</b></p> <p><i>Erection of four dwellings following demolition of existing farmhouse and associated farm buildings (all matters reserved except access) (amended description and plans received on 01/07/20 and 10/07/20).</i></p> <p>Comments to Heather Lai within 23 days from 13 July 2020</p> <p>(Clerk's note: Included on agenda for completeness)</p>                                                                                                                                                                      |
| ii 20/01646/S73 | <p><b>Barn adjacent to Walnut Tree Farm, Walnut Tree Road, Pirton</b></p> <p><i>Section 73 Application : Erection of agricultural barn. Section 73 application: variation of condition 2 of planning permission 18/01612/FP granted 23.10.2018 -replace East elevation sliding timber door with roller shutter door; replace West elevation sliding timber door with hinged timber door; installation of hay loft and stairs into North end bay of barn and revised route of access roadway and area of hardstanding.</i></p> <p>Comments to Heather Lai by 21 August 2020</p> |

## Planning Decisions (for information only)

| Reference       | Detail                                                                                                                                                                                                                                                                                                                  |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i 20/01058/FPH  | <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>Permission granted 14 July 2020</p>                                                                                                                                            |
| ii 20/01151/FP  | <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>Permission granted 20 July 2020</p> |
| iii 20/01070/FP | <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>Permission granted 5 August 2020</p>          |

iv      **20/01391/FPH**      **41 Royal Oak Lane, Pirton**

*Two storey side extension and single storey front porch  
following demolition of existing front porch*

Permission granted 12 August 2020

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

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



Appendix C - RecDevWG Report

**RecDev Working Group report to PPC 13 August 2020**

1. The Working Group has met 12 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. Setters have provided an informal proposal and price for an upgraded playground based on the responses to the questionnaires that sought villagers’ views. A copy is attached of their proposal.
3. The components are:
  - The infant swings are replaced with a basket swing.
  - The main swings are retained and extended with 1 infant swing.
  - The climbing frame is replaced with an infants’ fort/climber/slide.
  - A new junior climbing “frame” to go in the empty area at the south west area of the playground.
  - The see-saw is replaced with a more conventional one.
  - The slide is retained subject to safety confirmation.
  - The roundabout is retained subject to safety confirmation, and if kept would be repainted.
  - All of the soft areas under apparatus would be new/replaced.
4. 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. The Setters indicative proposal is for about £37k plus VAT.
5. It is assumed that VAT will be recoverable.
6. While this is only an indicative price, it is higher than the proposed budget and it may be that if this proposal was agreed there may be additional funding available for replacing the existing surfaces under items to be retained for example.
7. There is a view that we should reduce the playground size to provide more car parking. If the slide is to be kept this is not an attractive option as it would have to be moved, adding to the cost. If the slide is not deemed to be acceptably safe and has to be removed the boundary fence could be moved to the south, and the new see-saw would not be provided.
8. Once the group has understood the safety aspect of the slide and roundabout it will make a proposal to the PPC based on this informal proposal and the comments above. This is planned to be at the next PPC meeting. If the PPC accept the proposal the plan is to invite tenders from 3 suppliers against a brief based on this informal proposal. An early draft is attached.

**New pavilion**

9. For the new pavilion, there has been no fundamental change to the situation outlined in previous reports.
10. The key first stage is to raise £15k for design work and the current situation is that £13k has been raised/pledged to date:
  - £5k provided from the PPC
  - £5k pledged from the PSSC
  - £2k pledged from Lea Sports football club
  - £1k pledged from the Tennis Club
  - It is hoped that the cricket club may make a contribution.
11. Once the £15k is raised we will need to decide whether to seek an independent architect, or to use the architectural services of a company that would do all of the design and build.
12. As with the playground it is assumed that as this is a PPC project, and will be ordered and paid for by the PPC, that all VAT will be recoverable. In the short term it is important to establish this in order that the pledges detailed above can be realised. A number of the pledges are dependent on this point.

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

13. As this project progresses it would be useful to be able to tap into more expertise and support, and it is proposed to publish an item on facebook explaining the project and seeking further volunteers.
14. The PPC is requested to:
  - a. NOTE the contents of this update
  - b. PROVIDE any comments on the matters contained in this update
  - c. CONFIRM that VAT will be recoverable on all expenditure for the playground and the new pavilion, including in respect of the pledged contributions.
  - d. CONFIRM that the group can publicise the new pavilion project and seek additional volunteers.

Simon Maple

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

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

## Annex A to Appendix C - RecDevWG Report

**Pirton Recreation Ground Children's Playground Project**

## Summary

Pirton Parish Council, the owners of the Recreation Ground and the play area within the grounds are in the process of upgrading the children's play equipment as part of a larger project to replace the existing sports pavilion.

We are inviting companies to tender for the works and to assist in design with a view to possibly repurposing some of the existing items and replace with newer and more inclusive, contemporary pieces. We are working with an approximate budget of c £30,000 and hope to make these improvements as stage one of the Recreation Development Project.

## Background

The playground has six pieces of play equipment consisting of:

- 2 infant swings
- 1 climbing frame
- 2 flat swings
- 1 seesaw
- 1 slide
- 1 roundabout

## Requirements

A number of these items are tired and no longer fit for purpose and will need to be replaced and there are a few that could also remain and hopefully be repurposed, however we are open to suggestions and happy to be lead by the expertise of providers to ensure the space is fully utilised with safety, sustainability and cost at the heart of any design.

The most popular suggestions from parents who assisted in a recent survey were:

- Swings / combination of ages
- Slide
- Roundabout
- Climbing frames

A site visit with members of the project team would be welcomed soon with a view to receiving recommendations and fresh ideas on the design of an upgraded children's play area in Pirton.