

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held electronically by Zoom on 10 September 2020 at 7.45 pm

Present:

Cllr J Rogers (Chair), Cllr D Burleigh (from 9.15pm), 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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**20-65 To receive and accept apologies for absence.**

Apologies were received from Cllr Strong on behalf of Cllrs Barnard and Frost..

**20-66 Public Participation**

Five members of the public logged on to the meeting, along with District Cllr Strong. . Items raised from the floor included the apparent ignoring by Hertfordshire County Council of the Pirton Neighbourhood Plan when it came to Wright’s Farm and a request from a young man for the installation of a ‘half pipe’ at the recreation ground. On Wright’s Farm, it was agreed that more weight should be given to the Neighbourhood Plan by HCC. On the half pipe proposal, the young man read out his letter and it was agreed to discuss this later in the meeting.

**20-67 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.

**20-68 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 13 August 2020 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 13 August 2020, be approved as a true and accurate record of the proceedings and be duly signed.

**20-69 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 August 2020: Unity Trust Account £64,959.35
- b. It was **RESOLVED** that payments totalling £1701.69, as detailed on the monthly Finance Statement (Appendix A) be made.

**20-70 To receive the Clerk’s report.**

The Clerk reported that the auditor had been consulted regarding the VAT situation on the new sports pavilion project. VAT could be recovered on funds spent that were the council’s, but not on that portion where donations from third parties were concerned. Quotes had been received for the insurance renewal and the Clerk recommended a further 3 year agreement with the existing insurers. A purchase order had been sent to Setters for the repairs needed at Middle Green play area.

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| Signed: _____ |
| Dated: _____  |

Costings had been received for the replacement for the vandalised dog waste bin at Coleman's Close. The results of the vandal's actions will cost the parish council some £317. The episode has been reported to the police.

Arrangements had been made for the annual play area inspections by NHDC and a wreath has been ordered from the Royal British Legion for Remembrance Sunday.

**20-71 To consider quotes received for the renewal of the Council's insurance from 1 October 2020 and agree a provider.**

It was **AGREED** that the quote received from Came & Company to continue with the current Ecclesiastical policy would be accepted. Cost for the 3-year arrangement would be £2041 for the first year, with a 4% index linking. This policy includes public liability for the the Bury Trust.

**20-72 To consider including the proposal for the provision of "George's Half Pipe" in the development of recreational facilities at the Recreation Ground.**

It was **AGREED** that costs, planning permission and a tie in with the RecDev Working group over a suitable location would be further investigated.

Following this, Cllr Maple introduced the latest report from the Working Group (Appendix C). It was established that fencing was not included in the tender process, but that 3 firms had been identified and would asked to tender for the play area replacement and rebuild. It was **AGREED** that tenders should be issued by the Clerk following guidance from the Working Group.

On the new pavilion build, the matter of VAT required further investigation. The Clerk was to ask Kimpton Parish Clerk how it had been dealt with on their Memorial Hall build.

**20-73 To consider formulating a response on the proposal to form a single Unitary Authority in Hertfordshire.**

Cllrs again discussed this item at length. It was agreed that the process was currently opaque and it was unclear how the proposals would affect parish councils. It was **AGREED** that Cllr Burleigh would draft a short and appropriate response.

**20-74 To agree responses to the "Changes to the Current Planning System" consultation.**

Cllr Burleigh had circulated a resume of the proposed changes, which were issues the government could address without passing primary legislation. Cllr Burleigh agreed to draft a response prior to the deadline for submissions.

**20-75 To agree the final draft of a licence between Pirton Parish Council and Pirton Sports and Social Club.**

Cllr Rogers asked for the excellent work done by Cllr Maple on this to be reflected in the minutes. It was **RESOLVED** that Cllr Maple would circulate the final draft for comments, incorporating any changes prior to the document being sent to a lawyer for checking.

**20-76 To discuss traffic problems in the village generally, and in particular the blind corner into Great Green.**

Cllrs agreed that traffic levels in the village were increasing and that there were certain pinch points that needed addressing. Cllr McConnellogue suggested a pre-Christmas awareness campaign for the village. Highways would not be involved at this stage as urbanisation of the landscape was to be avoided if possible. Cllr Gammell suggested the erection of a mirror at the Great Green blind bend. It was **AGREED** that that the Parish Council should write to Cala Homes to ask for the Hambridge Way access to open as soon as possible and that affected residents in Bury End and Great Green should be consulted over the traffic problems in that area. Cllrs Rogers and McConnellogue agreed to draft and distribute the letters.

**20-77 To draft a response to the Hertfordshire County Council document “Speed Management Strategy 2020”, particularly with regard to the introduction of a 20mph speed limit in Pirton.**

Cllr Gammell made the point that the views of the Parish Council had already been made clear following the request for a 20mph speed limit in the village. Many of the points in the consultation do not apply to Pirton. It was **AGREED** that Cllr Gammell and the Clerk should draft a response.

**20-78 To consider conducting a rabbit cull at the Recreation Ground**

Cllr Rogers volunteered to conduct an inspection to see if there were any live holes. It was agreed that ferreting would be preferable to shooting, should action be necessary.

**20-79 To review and approve the following Standard Documents.**

- a. Major incident Plan Doc 006 – **AGREED** to consider this document in October, following further research by Cllr McConnellogue.
- b. Allotments Tenancy Rules Doc 008 - **APPROVED**
- c. Discipline Procedure Doc 012 - **APPROVED**
- d. Grievance procedure Doc 013 - **APPROVED**

**20-80 Planning**

- a. To consider Planning Applications (see Appendix B). No objections were to be lodged to application 20/01879/FPH, 7 Hitchin Road.
- b. To receive an update on the Local Plan. Hearings would re-start at the end of September and the timetable was on the website.
- c. To receive an update on CALA Homes Ltd. Construction traffic passing through the village had been raised with the site manager by Cllr McConnellogue and the situation resolved. The letter regarding Hambridge Way (Item 20-76) was a priority.
- d. To receive an update on Spitfire Homes. Cllr Maple was asked to go back to Spitfire to ask again about surfacing of the footpath to the Baulk. It was agreed that the current state of the path was unacceptable.
- e. To consider the situation with regard to Wright’s farm. This had been discussed at length in August. Further action was on hold, pending the ancient monument application. It was agreed that a letter should be sent to Hertfordshire County Council by the Clerk regarding the lack of mowing and clearance of footpaths in the area.

**20-81 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Cllr Rowe had been asked to ascertain the maximum and minimum widths of footpaths. He now had the information which was available to anyone who needed it.
- b. S106 Projects. Cllrs Burleigh and McConnellogue were to liaise over the money for the bus shelter.
- c. Village Environment. The Environment Committee had more walks to do.
- d. Bury Trust. Following the death of a bullock, the Trust had agreed to reduce or remove the two crab apple trees. Quotes for the work were being sought and the cost was likely to be in the region of £500. Cllr Rogers offered contributions to the cost from the Parish Council.
- e. Village Hall. Cllr Parkin reported that clubs were once again using the hall, although a wedding had been cancelled.
- f. RecDec Working group. Already covered under Item 20-72.

**20-82 To suggest items for the next meeting of the Parish Council to be held on Thursday, 8 October 2020 at Pirton Village Hall at 7.45pm, or electronically as advised.**

- a. Responses to the white paper Planning for the Future.
- b. The 20mph speed limit and traffic situation.

**Meeting Closed: 10.59 pm.**

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

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

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDevWG Report (Annex A Playground tender document)

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

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

Appendix A – Monthly Finance Statement

## Pirton Parish Council Financial Statement

### Payments

| Code                   | Date       | Description                 | Supplier                             | Net             | VAT          | Total           |
|------------------------|------------|-----------------------------|--------------------------------------|-----------------|--------------|-----------------|
| Salary                 | 10/09/2020 | Salary                      | Edward Roberts (Clerk)               | 518.47          | 0.00         | 518.47          |
| Tax                    | 10/09/2020 | Tax & Employers NI Expenses | HMRC Clerk's Tax                     | 129.60          | 0.00         | 129.60          |
| Room (Office Expenses) | 10/09/2020 | Expenses                    | Edward Roberts (Clerk)               | 30.00           | 0.00         | 30.00           |
| Telephone              | 10/09/2020 | Expenses                    | Edward Roberts (Clerk)               | 20.00           | 0.00         | 20.00           |
| Stationery             | 10/09/2020 | Expenses                    | Edward Roberts (Clerk)               | 57.77           | 11.55        | 69.32           |
| Postage & Mileage      | 10/09/2020 | Expenses                    | Edward Roberts (Clerk)               | 24.30           | 0.00         | 24.30           |
| Street Cleaner         | 10/09/2020 | Street Cleaning             | Tony Smart                           | 170.00          | 0.00         | 170.00          |
| Street Cleaner         | 10/09/2020 | Bin Rental                  | Pirton Sports and Social Club (PSSC) | 260.00          | 0.00         | 260.00          |
| Village Greens         | 10/09/2020 | Village Greens Grass        | Andrew Burton                        | 480.00          | 0.00         | 480.00          |
| <b>Total</b>           |            |                             |                                      | <b>1,690.14</b> | <b>11.55</b> | <b>1,701.69</b> |

### Receipts

Nil



Appendix B – Planning Applications

| Reference             | Detail                                                                                                                                                                                                                                                       |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>20/01879/FPH</b> | <p><b>7 Hitchin Road, Pirton</b></p> <p><i>Alteration to existing roof pitch of front gable and porch roof, insertion of ground floor front window following removal of two sets of French doors.</i></p> <p>Comments to Ben Glover by 27 September 2020</p> |

**Planning Decisions** (for information only)

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

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## Appendix C - RecDevWG Report

**RecDev Working Group report to PPC 10 September 2020**

1. The Working Group has met 13 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. Based on the safety reports available the slide and roundabout are currently considered to be safe. The roundabout doesn't meet the current standards, but presumably met the standards applicable when it was installed. The relevant standard is BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers, but the latest safety inspection states "No remedial work recommended".
3. The remaining issue is whether the slide should be moved/removed and the see-saw removed to create more car parking spaces. The Rec Dev working group are meeting at the Recreation ground at 10.00 on Saturday 12<sup>th</sup> September to consider this and other car parking proposals.
4. Subject to the outcome of the 12<sup>th</sup> September meeting, the Rec Dev working group proposes that tenders be invited from 3 contactors – Setters, Wicksteed and Kompan.
5. The brief for tenderers has been developed further and a copy is attached, including the criteria for selection of the winning bid. The date for responses (in square brackets) will be one month from issue of the ITT.
6. 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.
7. Once bids are received, it is proposed that the relevant S106 money draw-downs are requested from NHDC.
8. It is assumed that VAT will be recoverable.
9. 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.
10. The PPC is requested to advise what delegated authority the working group may have (eg for ITT issue, for bid selection, for S106 money application, for contract award) and what decisions the PPC needs to take, along with timescales for those decisions.

**New pavilion**

11. Thanks to the PPPC increasing its contribution to £7k, contributions have been identified totaling the required £15k for the first tranche of work.
12. However, a number of these contributions are dependent on confirmation that VAT will not be paid out of these funds, and currently it is not clear how this can be achieved.
13. Additionally, if VAT was applicable to the main build costs, the task of raising the funds plus 20% would of course be substantially more difficult.
14. Resolution of the VAT issue is critical for the new pavilion project to progress.
15. The PSSC are to consider (14<sup>th</sup> September) a proposal for the establishment of a Charitable Trust to take over the existing PSSC's role and to assume extra responsibility for running the Rec by way of a Deed of Trust from the Parish Council. This proposal would be on the basis that VAT could be avoided on the new pavilion.
16. If agreed by the PSSC, they would propose holding a meeting at the Recreation Ground to present the proposals to the PPC and Sports clubs between 21<sup>st</sup> September and 30<sup>th</sup> September. The PPC would be requested for suitable dates.
17. Options for car parking are being considered, and the site visit on 10<sup>th</sup> September will consider these. Current possibilities are:
  - a. Adjustment of the playground boundary as above.

- b. Removal of some trees and filling in the ditch on the west of the site (behind the pavilion) having provided a new pipe and inspection chamber for the outflow pipe that runs under the adjacent property.
- c. Extending the ditch fill and underground pipe around the playground to create a single track roadway (removing the south west corner of the playground) and by placing "chocolate block" supports under grass create additional parking to the south of the football pitch (towards the field).
- d. Where the current storage area is, if this is relocated (as below).

Taking the pipe underground and in filling the ditch would of course require checks and approval of the necessary body (Anglian Water?).

- 18. The current storage building is in very poor state and an early project phase could be to replace this storage area. The current proposal is to use 3 storage containers with suitable cladding- a 20 foot unit for the PSSC, and 2 30/40 foot units, one each for the cricket and football clubs. If they can be located elsewhere this would increase the space available for car parking. Current thoughts are for the small unit to be behind the existing pavilion, and the larger units to be near the small seating building near the MUGA. Planning permission would be required for this. The tennis club have aspirations for a small pavilion near the MUGA/seating area, and this may fit with the storage proposals.
- 19. Current thinking is that the group will invite two architects to present to the group informal proposals. The challenge is to produce a plan for which funding can be raised. This is currently thought to be nearer the £450k end of the range, than the £800k end.
- 20. A request for additional volunteers was published on facebook, but none have come forward to date.
- 21. The PPC is requested to:
  - a. NOTE the contents of this update.
  - b. PROVIDE any comments or direction on the matters contained in this update.
  - c. CONFIRM what (if any) delegated authority the working group has in respect of the steps that will lead to letting a contract for the playground works.
  - d. SUGGEST any approaches that may be applicable to carry out the new pavilion project that would not be subject to VAT.

Simon Maple

## 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

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 remain and hopefully be repurposed, however we are open to suggestions and happy to be led 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

**Requirements**

We are seeking fixed price tenders for the following works:

1. Replacement of the 2 infant swings, including frame, with a new frame and basket swing.
2. Replacement of the existing climbing frame with a new climbing apparatus for infants, incorporating a small slide.
3. Retention of the 2 flat swings and frame (assuming that they are considered safe) and extension (to the north) with a single infant swing.
4. Replacement of the existing see-saw with a conventional see-saw. [Subject to conclusion on car parking proposals.]
5. Installation of a new climbing apparatus for older children, to be located in the open space in the south-east corner. (Allowing space for grass cutting machinery to access the playground via the double gate in that corner.)

6. Retention of the roundabout provided that it is considered safe, and repainting/improving as required.
7. Retention of the slide provided that it is considered safe.
8. Replacement or fitment (as appropriate) of new soft areas under/around each piece of apparatus, to the required standards.

**Criteria for tender selection**

Tenders will be assessed against the following criteria and weightings:

|         |                                                                              |     |
|---------|------------------------------------------------------------------------------|-----|
| Safety  | Any response that doesn't propose a safe solution will be not be considered. |     |
| Cost    | 40%                                                                          |     |
| Quality | 60%                                                                          |     |
|         | Comprising:                                                                  |     |
|         | Proposed equipment                                                           | 30% |
|         | Surface quality                                                              | 15% |
|         | Duration of work                                                             | 5%  |
|         | Timescale for work                                                           | 5%  |
|         | Guarantee                                                                    | 5%  |

**Process**

1. A site visit with members of the project team would be welcomed.
2. Please submit your bids to Pirton Parish Clerk, Mr Edward Roberts, 36 Heathfield Road, Hitchin, Hertfordshire, SG5 1TB, by [Wednesday 21st October].
3. Bids to include detailed proposals for equipment and surface below, duration of works, and timescale for commencement of works after order placement.
4. Bid prices to be valid for 4 months from bid to confirmation of order.

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