

# Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held electronically by Zoom on 8 October 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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**20-83 To receive and accept apologies for absence.**

Apologies were received from Cllr Strong and Cllr Barnard.

**20-84 Public Participation**

Five members of the public logged on to the meeting at various times. No items were raised from the floor, but representations were received during the discussions under "Planning" for the proposed development at West Lane Farm.

**20-85 To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

Previously extant declarations were received from Cllr Rogers regarding the rabbit cull and from Cllr Maple regarding the Tennis Club and Sports & Social Club.

**20-86 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 10 September 2020 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 10 September 2020, be approved as a true and accurate record of the proceedings and be duly signed.

**20-87 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 30 September 2020: Unity Trust Account £80,198.19
- b. It was **RESOLVED** that payments totalling £12,307.55, as detailed on the monthly Finance Statement (Appendix A) be made.

**20-88 To receive the Clerk's report.**

The Clerk reported that the second payment of the precept had been received, as had payments from the Tennis Club and the insurance contribution from the Bury Trust. The insurance had been renewed as agreed at the previous meeting. The apparently vandalized dog waste bin at Coleman's Close turned out not to have been vandalised, and after maintenance by the contractor was found to be functioning correctly.

The Clerk was now registered for the Certificate in Local Council Administration and had submitted the first Unit for assessment.

The Clerk had sent and received correspondence on various topics, including the lack of grounds maintenance at Wright's Farm, where a cut of the overgrown footpaths was

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promised. The uncut verge from Crab Tree Lane to the churchyard gates had been reported to Highways. Action was considered to remove the wasp nest at the Recreation Ground, but in view of the onset of autumn and winter weather, it was decided to leave nature to take its course. Warning signs had been erected by Cllr Gammell.

A response to his enquiry regarding VAT sent to the Kimpton Parish Clerk had yet to be answered.

The contractor for the lights at the MUGA had been contacted and it was agreed that this should be an agenda item in November as the cost was likely to be high, with access equipment being required.

**20-89 To approve a Section 137 grant of £25 to the The Royal British Legion Poppy Appeal in respect of a wreath for Remembrance Sunday.**

Proposed by Cllr Burleigh and seconded by Cllr Rogers that a grant of £25 be approved. **Carried** unanimously.

**20-90 To approve a Section 137 grant of £200 to Essex and Herts Air Ambulance.**

Proposed by Cllr Gammell and seconded by Cllr Burleigh that a grant of £200 be approved. **Carried** unanimously.

**20-91 To approve the construction of a new website for Pirton Parish Council in order to comply with the latest Website Accessibility regulations.**

Proposed by Cllr Rogers and seconded by Cllr Rowe that approval be granted. **Carried** unanimously.

**20-92 To agree a date for the annual budget meeting to be held in November 2020.**

It was **AGREED** that the annual budget meeting would be held by Zoom on Wednesday 25 November 2020.

**20-93 To receive the RecDev Working Group report and updates on “George’s Half-pipe”.**

On the Half-pipe proposal, Cllr Gammell had done some research on costings for wooden structures, but these would require covering when not in use. Locations were discussed for the facility and several options suggested. To some extent, location was dependent on the size of the structure. Further investigation would take place.

Cllr Maple went through his report on the Working Group (Appendix C) and said that site visits for the play area had now been conducted by all three contractors. Tenders were to be received by 21 October. It was **AGREED** to issue a progress report on Facebook and Instagram.

Cllrs Gammell and Rowe agreed that more work was required in order to be secure about the VAT situation on the proposed new build. Cllr McConnellogue assured the meeting that the three councillors on the Working Group were conducting research on this and would bring the results back to the full council.

Cllr Rogers asked that thanks to the RecDev Working Group be minuted for all their hard work.

**20-94 To agree responses to the “Planning for the Future” Government White Paper.**

It was **AGREED** that Cllr Burleigh’s previously circulated comments covered this well. Some additions were proposed and these would be incorporated in a final document.

**20-95 To discuss the replacement of the interpretation board at Blacksmith’s Pond.**

Cllr Gammell agreed to research the options for a replacement board.

**20-96 To discuss a delegation scheme for decision-making between monthly Parish Council meetings.**

It was agreed that Cllr Burleigh would produce an appropriate document containing specific instances of delegation to be considered at the next meeting.

**20-97 To discuss the proposal from PSSC to form the Pirton Recreation Ground Charitable Trust.**

It was **AGREED** that it was too early for a decision to be taken as there were many aspects to be resolved, not the least being the VAT position. Cllrs McConnellogue, Maple and Rowe would get together and report back. Cllr Burleigh made a number of points that would be fed back to the PSSC. Cllr Gammell stated that a charity could not be both a business and a charity.

**20-98 To further discuss traffic problems in the village generally, and in particular the blind corner into Great Green**

Cllr Rogers agreed to write to the residents in Great Green affected by this in order to garner their comments and suggestions. A letter had already been sent to Cala Homes regarding the desirability of opening a route into Hambridge Way as soon as possible.

**20-99 To receive a report from Cllr Rogers regarding a possible rabbit cull at the Recreation Ground.**

Cllr Rogers reported that there were very few live holes on the land at the Recreation Ground. It could be seen where rabbits were coming in and there was a possibility of doing some long netting in the area behind the MUGA. It was **AGREED** that long netting should be conducted in the next few weeks. Cllr McConnellogue commented that ditch clearing around the recreation ground was overdue and that when cleared, this should help to stop the ingress of rabbits.

**20-100 To discuss the closure of The Fox public house.**

It was **AGREED** that the Clerk should write to Star Pubs Ltd to ask what the plans were for The Fox.

**20-101 To review and approve the following Standard Document.****a. Major incident Plan Doc 006**

Cllr Rowe had circulated some comments and added that the aerial photograph was a little out of date. With these amendments incorporated, the document was **APPROVED**.

Cllr McConnellogue suggested a "table top exercise" to take place in the next 6 months in order to go through the plan, although major incidents would also be well covered by the local authority.

**20-102 Planning**

- a. To consider Planning Applications (see Appendix B). Representations were made by a member of the public on the proposed development at West Lane Farm. Cllr Rowe went through the salient points in his detailed objection to the plans on behalf of the planning working group. Having been previously circulated, this response was **AGREED**. A copy of this response was also to be sent to the Pirton Action Group.
- b. To receive an update on the Local Plan. An extraordinary meeting at NHDC was being held this evening to discuss the reduction of building on green belt land, prior to the next round of hearings. Cllrs Burleigh and Gammell expressed concern that the delay to the hearings could be detrimental to villages like Pirton, leaving them open to further development.
- c. To receive an update on CALA Homes Ltd. Cllr McConnellogue had met with the site manager briefly. The letter regarding Hambridge Way was still to be sent and

- would be forwarded to the Clerk for action. Cllr Rogers would add a paragraph on the “gated Community” being advertised at Comice Meadows.
- d. To receive an update on Spitfire Homes. Cllr Maple had received no response to his enquiry regarding the footpath extension. It was **AGREED** that an attempt should be made to build relationships with the new personnel on site.
  - e. To consider the situation with regard to Wright’s farm. Cllr Burleigh reported that scheduling had been refused, following a rule change, as the site was “not under immediate threat”.

**20-103 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Nil.
- b. S106 Projects. Cllr Parkin had been trying to get quotes for the work required to refurbish the bus shelter at Great Green, but was still waiting to hear from the main contenders. Cllr McConnellogue offered to try to find a contractor.
- c. Village Environment. The Environment Committee had another walk to do and had noted that the maypole needed painting.
- d. Bury Trust. Cllr Parkin reported on the latest meeting and the need for another councillor trustee was discussed. Cllr Burleigh stated that that they should be parish council nominees and not necessarily councillors.
- e. Village Hall. Cllr Parkin reported that there was little new.

**20-104 To suggest items for the next meeting of the Parish Council to be held on Thursday, 12 November 2020 at Pirton Village Hall at 7.45pm, or electronically as advised.**

- a. A report on VAT from the RecDev Working Group.
- b. The 20mph speed limit and traffic situation.
- c. The co-option of a new councillor.
- d. A review of the agenda order of items.
- e. A review of the day on which meetings should be held.

**Meeting Closed: 11.01 pm.**

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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****Payments**

| <b>Code</b>       | <b>Date</b> | <b>Description</b>         | <b>Supplier</b>          | <b>Net</b>       | <b>VAT</b>      | <b>Total</b>     |
|-------------------|-------------|----------------------------|--------------------------|------------------|-----------------|------------------|
| Insurance         | 30/09/2020  | Insurance renewal          | Came & Company           | 2,041.47         | 0.00            | 2,041.47         |
| Bank Charges      | 30/09/2020  | Bank Charges               | Unity Trust Bank         | 18.00            | 0.00            | 18.00            |
| Dog Bins          | 08/10/2020  | Dog Waste Bin              | Earth Anchors (Dog Bins) | 207.95           | 41.59           | 249.54           |
| Street Cleaner    | 08/10/2020  | Bin Bags                   | Online Playgrounds       | 31.00            | 6.20            | 37.20            |
| Playgrounds       | 08/10/2020  | Playground Surface Repairs | Redlynch Leisure         | 6,833.00         | 1,366.60        | 8,199.60         |
| Salary            | 08/10/2020  | Salary                     | Edward Roberts (Clerk)   | 643.65           | 0.00            | 643.65           |
| Room              | 08/10/2020  | Expenses                   | Edward Roberts (Clerk)   | 30.00            | 0.00            | 30.00            |
| Telephone         | 08/10/2020  | Expenses                   | Edward Roberts (Clerk)   | 20.00            | 0.00            | 20.00            |
| Stationery        | 08/10/2020  | Expenses                   | Edward Roberts (Clerk)   | 45.14            | 0.00            | 45.14            |
| Postage & Mileage | 08/10/2020  | Expenses                   | Edward Roberts (Clerk)   | 12.15            | 0.00            | 12.15            |
| Training          | 08/10/2020  | CiLCA Registration         | Edward Roberts (Clerk)   | 350.00           | 0.00            | 350.00           |
| Tax               | 08/10/2020  | Salary                     | HMRC Clerk's Tax         | 160.80           | 0.00            | 160.80           |
| Employer's NI     | 08/10/2020  | Salary                     | HMRC Clerk's Tax         | 10.00            | 0.00            | 10.00            |
| Street Cleaner    | 08/10/2020  | Street Cleaning            | Tony Smart               | 170.00           | 0.00            | 170.00           |
| Village Greens    | 08/10/2020  | Village Greens Grass       | Andrew Burton            | 320.00           | 0.00            | 320.00           |
| <b>Total</b>      |             |                            |                          | <b>10,893.16</b> | <b>1,414.39</b> | <b>12,307.55</b> |

**Income**

| <b>Code</b>  | <b>Date</b> | <b>Description</b>               | <b>Supplier</b>              | <b>Net</b>       | <b>VAT</b>  | <b>Total</b>     |
|--------------|-------------|----------------------------------|------------------------------|------------------|-------------|------------------|
| Precept      | 10/09/2020  | Precept Second Payment           | North Herts District Council | 18,667.29        | 0.00        | 18,667.29        |
| Grants       | 10/09/2020  | CTRS Second Payment              | North Herts District Council | 332.71           | 0.00        | 332.71           |
| Tennis Club  | 01/10/2020  | Tennis Club Rental (sinking)     | Tennis Club                  | 1,000.84         | 0.00        | 1,000.84         |
| Tennis Club  | 01/10/2020  | Tennis Club Rental (maintenance) | Tennis Club                  | 442.60           | 0.00        | 442.60           |
| Donations    | 05/10/2020  | Bury Trust Insurance             | Pirton Bury Trust            | 99.83            | 0.00        | 99.83            |
| <b>Total</b> |             |                                  |                              | <b>20,543.27</b> | <b>0.00</b> | <b>20,543.27</b> |

PIRTON PARISH COUNCIL

MINUTES: 8 October 2020

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

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



## Appendix B – Planning Applications

| Reference      | Detail                                                                                                                                                                                                                                                                                                                  |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i 20/01733/PNQ | <p><b>West Lane Farm, West lane, Pirton</b></p> <p><i>Prior approval Class Q Agric to Dwelling: Conversion of two existing barns into 5 dwellings</i></p> <p>Comments to Ben Glover by 9 October 2020 (extended to 14 October)</p> <p><b>An objection will be lodged to this application by the Parish Council.</b></p> |

## Planning Decisions (for information only)

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



## Appendix C - RecDevWG Report

**RecDev Working Group report to PPC 8 October 2020**

1. The Working Group has met formally 14 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. With the remaining issues resolved, an ITT was issued to 3 companies to quote for an upgrade to the playground area.
3. All 3 companies have now either visited the site, or arranged to do so and responses are due by 21<sup>st</sup> October.
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. Once bids are received, it is proposed that the relevant S106 money draw-downs are requested from NHDC.
6. It is assumed that VAT will be recoverable.
7. 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.

**Car Parking**

8. At the informal working group meeting held at the Recreation Ground on 12<sup>th</sup> September it was agreed to leave the playground boundaries as they are now, and to propose that extra car parking be provided by extending the section of car park that is in line with the access road by about 4m into the grass area (as was done on the section nearest the playground). This should provide about a dozen more spaces.

**Storage**

9. The existing storage building is in a very bad state of repair and needs to be replaced. It is proposed that as a cost effective way of replacing this:
  - A 20 foot container for the PPC be positioned behind the pavilion, over the ditch, which will need some infill and a new pipe. A tree or possibly 2 will need removal for this.
  - Two 30 or 40 foot containers be positioned on the far side of the Recreation Ground, one each for the football and cricket clubs.
  - A further container or building could be provided for the tennis club.
 Adequate screening will be required to provide a suitable appearance, and planning permission will be required for implementation.

**George's half pipe**

10. The working group were asked to suggest the best location for this.
11. The size is not known at this time, but 4 options have been considered:
  - Where the mound of earth is behind the tennis courts
  - Where the existing storage building is (once it has been demolished)
  - On the far side of the Recreation Ground
  - Over the ditch (if filled in) behind the pavilion
 There are pros and cons with each, but the best alternative appears to be on the far side of the Recreation Ground provided there is space for this, the storage units, and the cricket nets (2 of the 4 are to be disposed of, but 2 will remain).  
 The location behind the tennis courts is out of sight and may encourage inappropriate behaviour.  
 The storage area location will be close to traffic.  
 Over the ditch will also be close to cars.  
 There may be better sites elsewhere, for example at Coleman's close.

**New pavilion**

12. Thanks to the PPC increasing its contribution to £7k, contributions have been identified totaling the required £15k for the first tranche of work.
13. 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.
14. 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.
15. Resolution of the VAT issue is critical for the new pavilion project to progress.
16. The PPC is to consider a proposal for the formation of a Charitable Trust which may be a way of getting the new pavilion build without any VAT payments.
17. The Working group is inviting two architects to present to the group informal thoughts/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.
18. A request for additional volunteers was published on facebook. There are a few people who have expressed an interest in joining.
19. 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. SUGGEST any approaches that may be applicable to carry out the new pavilion project that would not be subject to VAT.

Simon Maple