

# Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held electronically by Zoom on 12 November 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), Amanda Goodman (to be co-opted)

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**20-105 To receive and accept apologies for absence.**

Nil.

**20-106 Public Participation**

Two members of the public had registered to attend, but did not log on.

**20-107 To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

There were no new declarations of interest.

**20-108 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 8 October 2020 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 8 October 2020, be approved as a true and accurate record of the proceedings and be duly signed.

**20-109 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 October 2020: Unity Trust Account £70,455.38
- b. It was **RESOLVED** that payments totalling £2508.67, as detailed on the monthly Finance Statement (Appendix A) be made.

**20-110 To receive the Clerk's report.**

The Clerk reported that a VAT reclaim for the 6 months to 31 October 2020 had been submitted in the sum of £2076.58. He had contacted the Kimpton Parish Clerk to ask about how VAT had been handled on the Memorial Hall build and extension. The Hall had been rebuilt after a fire, so VAT was not an issue. The more recent extensions and renovation had been paid for using a loan from the PWLB, which had been parish council monies, allowing the VAT to be reclaimed.

Letters and emails had been sent to various organisations, including Historic England regarding the trees planted at Rectory Farm, Star Pubs over the future of the Fox and to Cala Homes on the possible early opening of the exit to Hambridge Way.

A letter regarding the problem of parking and speeding round the blind bends at Great Great had been delivered to residents, with two responses so far received.

The draft of the new website had been received and circulated. The Clerk was to liaise with the company prior to the site going live.

**20-111 To co-opt Amanda Goodman as a new member of the Parish Council.**

It was unanimously **AGREED** that Amanda Goodman should be co-opted onto the Parish Council. Her Declaration of Acceptance of Office was duly signed.

**20-112 To receive a report on VAT as it affects the Recreation Ground development.**

Cllr Maple had produced a report that outlined the current position and problems. It was proposed by Cllr Gammell, seconded by Cllr Rogers, that the Clerk and Cllr Burleigh commission IAC Audit to produce a report detailing the most effective method of reducing the VAT burden on the new pavilion build. This was to include the option of setting up a charitable trust to manage the project.

**20-113 To receive the RecDev Working Group report and updates on “George’s Half-pipe”..**

Cllr Maple went through the report – Appendix C. The preferred tender for the playground refurbishment, as recommended by the working group, was Setter. This was **AGREED** by all present. Cllr Burleigh was to check the final S106 sums available and the expenditure was to be agreed at the annual budget meeting.

Cllr Maple would draw up a response to be sent by the Clerk to the unsuccessful bidders.

Cllr Burleigh suggested that the proposed storage containers and their planning permission should be a matter for the PSSC and not the Workign Group. Cllr Maple agreed to remove this and allow the PSSC to deal with storage. In a similar vein, “George’s Half-pipe” was not a S106 matter. The PSSC would draw up plans for the facility.

**20-114 Planning**

- a. To consider Planning Applications (see Appendix B). The application for Rectory Barn had been withdrawn.
- b. To receive an update on the Local Plan. Cllr Parkin reported that hearings were scheduled to start again on 23 November 2020.
- c. To receive an update on Cala Homes. No reply had been received to the letter sent regarding Hambridge way pedestrian access. Cllr McConnellogue had spoken with the site manager who confirmed that April 2020 was still the date for completion at that end of the development. Cllr Parkin offered to try a contact on the planning committee to get a response from Cala. The Environment Committee would write to Hertfordshire County Council regarding the poor surface of Hambridge Way and the probable increase in foot traffic from April.
- d. To receive an update on Spitfire Homes. Cllr Maple had visited the site and now had the contact details for the current manager. He had been advised not to raise any further points regarding the path to the Baulk until after Christmas, as the site was now working to a deadline to finish a set number of dwellings.
- e. To consider the situation with regard to Wright’s Farm. Cllr Parkin had circulated the response to her latest Freedom of Information request.

**20-115 To discuss responsibilities for rubbish and litter collection at the Recreation Ground.**

It was **AGREED** that the HR Committee should look in detail at the Street Cleaner’s contract of employment and consider the areas for which he should be responsible. Cllr Maple was thanked for clearing up the rubbish in the Recreation Ground car park. The Clerk was to write to the local community police officers regarding the littering of nitrous oxide canisters and possible drug use at the Recreation Ground.

**20-116 To approve the final draft of a licence between Pirton Parish Council and Pirton Sports and Social Club.**

Cllr Maple confirmed that the draft had been informally approved by the PSSC but had not been formally reviewed by the club. Cllr Rowe noted some areas that might require clarification and Cllr Gammell spoke on insurance and the outstanding VAT issue. No response had been received to the letter sent out in March. The Clerk was to send a letter to all parties affected by the VAT issue, setting out the sums to be repaid and suggesting possible methods of payment.

In light of the above, this item would be considered again at the next meeting.

- 20-117 To receive an update on the replacement of the interpretation board at Blacksmith's Pond.**  
Cllr Gammell reported that he was currently waiting for a response from Countryside and Rights of Way (formerly Countryside Management Service) at Hertfordshire County Council.
- 20-118 To agree a quote for the repair and maintenance work on the Great Green bus shelter.**  
Only one quote had been received by Cllr Parkin. Proposed by Cllr Rogers, seconded by Cllr Parkin, that the quote be accepted. **AGREED** by all present.
- 20-119 To consider the quote received for MUGA lighting refurbishment and to approve such expenditure.**  
Proposed by Cllr Rogers, seconded by Cllr Gammell, that the lighting be upgraded to LEDs in line with the quote of £2160.00 + VAT received from Current Solutions. **AGREED** by all present.
- 20-120 To discuss the setting up of a meeting with Anglian water and NHDC in order to resolve the sewage problems at Burge End Lane pumping station.**  
It was agreed that contact with the local MP should be continued with a view to getting the Environment Agency involved. Cllr Parkin agreed to put a Freedom of Information request in to Anglian Water and would try Hertfordshire County Council again.
- 20-121 To discuss Parish Council communication methods following the Effective Communication seminar.**  
(Cllr McConnellogue left the meeting). Cllr Parkin highlighted relevant areas from the webinar. Cllr Goodman offered to get involved with this and would liaise with the Clerk over the new website. It was agreed that spreading the government line on Covid-19 was not a parish council responsibility.
- 20-122 To receive a draft delegation scheme for decision-making between monthly Parish Council meetings**  
Cllr Burleigh agreed to produce a short document containing specific instances of delegation to be considered at the next meeting.
- 20-123 To receive an update on traffic problems in the village and the blind corner into Great Green**  
It was agreed that parking throughout the village was a problem, but there was relatively little that the parish could do about it. Some form of parking restriction would inevitably be required in the future, but was not considered desirable at present.
- 20-124 To discuss the proposed 20mph speed limit in Pirton.**  
Cllr Gammell reported that he had been in touch with the local MP and had also costed the required signs for the village, coming in at about £1600. He had also written to the Police Commissioner who had a DriveSafe initiative. Cllr Barnard was also being supportive. Cllr Gammell suggested supporting the Herts 20mph Group e-petition. This was **AGREED** by all present, as was an initiative to form a campaign group among the local villages.

**20-125 To consider a response to the Standards Matter 2 public consultation on standards in public life.**

It was agreed to consider this at the next meeting.

**20-126 To consider changing the day of Parish Council meetings from Thursday.**

It was agreed to defer this item to the next meeting.

**20-127 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Nil.
- b. S106 Projects. Nil.
- c. Village Environment. The Environment Committee still had another walk to do, but lockdown had intervened. Cllr Gammell reported that “Do not feed the ducks” signs were needed at Blacksmith’s Pond. He and the Clerk would investigate. The pond had overflowed, but not onto the High Street, thanks to the culvert being previously cleared. He wished thanks be noted to the landowner and the resident who had assisted in the culvert clearance.
- d. Bury Trust. Cllr Goodman was nominated as a Trustee to the Bury Trust. The parish council **AGREED** to pay 50% of the cost of cutting back the crab apple trees on the Bury.
- e. Village Hall. Cllr Parkin reported that table tennis and yoga had stopped, but that Play Aloud was continuing.

**20-128 To suggest items for the next meeting of the Parish Council to be held on Thursday, 10 December 2020 at Pirton Village Hall at 7.45pm, or electronically as advised.**

- a. The 20mph speed limit and traffic situation to be a standing item.
- b. The next newsletter is due in January. Cllr Maple would co-ordinate.

**Meeting Closed: 11.04 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDevWG Report

## 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>    |
|--------------------------|-------------|----------------------|-------------------------------------|-----------------|---------------|-----------------|
| The Royal British Legion | 20/10/2020  | Remembrance Wreath   | The Royal British Legion            | 25.00           | 0.00          | 25.00           |
| Dog Bins                 | 12/11/2020  | Dog Waste Bin        | North Herts District Council (NHDC) | 43.40           | 8.68          | 52.08           |
| Website/IT               | 12/11/2020  | Website Migration    | TEEC                                | 660.00          | 132.00        | 792.00          |
| Website/IT               | 12/11/2020  | Website Hosting      | TEEC                                | 129.99          | 26.00         | 155.99          |
| Grants                   | 12/11/2020  | Grant                | Essex and Herts Air Ambulance       | 200.00          | 0.00          | 200.00          |
| Training                 | 12/11/2020  | Councillor Training  | HAPTC                               | 30.00           | 0.00          | 30.00           |
| Salary                   | 12/11/2020  | Salary               | Edward Roberts (Clerk)              | 517.40          | 0.00          | 517.40          |
| Room (Office Expenses)   | 12/11/2020  | Expenses             | Edward Roberts (Clerk)              | 30.00           | 0.00          | 30.00           |
| Telephone                | 12/11/2020  | Expenses             | Edward Roberts (Clerk)              | 20.00           | 0.00          | 20.00           |
| Postage & Mileage        | 12/11/2020  | Expenses             | Edward Roberts (Clerk)              | 24.30           | 0.00          | 24.30           |
| Tax                      | 12/11/2020  | Tax & Employers NI   | HMRC Clerk's Tax                    | 129.40          | 0.00          | 129.40          |
| Village Greens           | 12/11/2020  | Village Greens Grass | Andrew Burton                       | 320.00          | 0.00          | 320.00          |
| Street Cleaner           | 12/11/2020  | Street Cleaning      | Tony Smart                          | 212.50          | 0.00          | 212.50          |
|                          |             |                      | <b>Total</b>                        | <b>2,341.99</b> | <b>166.68</b> | <b>2,508.67</b> |

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

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



Appendix B – Planning Applications

| Reference     | Detail                                                                                                                                                                                                                                                                                     |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i 20/02315/FP | <p><b>Rectory Barn, 1 Rectory Manor, Shillington Road, Pirton</b></p> <p><i>Full planning permission – Change of use of existing agricultural building to one 4-bed dwelling</i></p> <p>Comments to Tom Rea by 11 November 2020 (extended to 17th)</p> <p><b>Application withdrawn</b></p> |

Planning Decisions (for information only)

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

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



## Appendix C - RecDevWG Report

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

1. The Working Group has met formally 15 times to date. 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 tenders were received by the Parish Clerk by the cut off date of 21<sup>st</sup> October.
3. Four independent assessments have been carried out by 5 members of the Working Group (2 assessed together) against the criteria that were specified in the tender.
4. The result of the assessment is that the preferred bid is Setters option 1, which will be described to the PPC at the meeting.
5. The bid price is £30,664.18 plus VAT.
6. There appears to be £20,853.57 of S106 money available plus an amount (to be agreed) from ETF1.
7. As an initial working assumption a total budget of £30k was being used. The initial indicative proposal was for about £37k plus VAT.
8. It is assumed that VAT will be recoverable.
9. The PPC is requested to consider allocating £2,000 from its playground budget for the refurbishment/replacement of the surfaces around items that will not be replaced.
10. Subject to PPC approval of this tender the Working Group will submit the form for allocation of the S106 funds.
11. The terms require a deposit of 25% following the turning of the signed order.

**Car Parking**

12. 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. Work is due to commence in the next couple of weeks.

**Storage**

13. 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, or some supports. 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.

The PSSC is proposing to provide funding of £1k per container, with the relevant clubs paying the balance.

Adequate screening will be required to provide a suitable appearance, and planning permission will be required for implementation.

A key issue will be access and it is believed that this will not be possible by the normal entrance to the Recreation Ground. Permission is being requested from land owners for an alternative access.

**George's half pipe**

14. The working group were asked to suggest the best location for this.
  - The size is advised as 22 feet long, 12 feet wide and 4 feet high plus a retaining rail which is a further 3 feet high. When drawings are done for the storage facilities, space for this can be considered.

**New pavilion**

15. Thanks to the PPPC increasing its contribution to £7k, contributions have been identified totaling the required £15k for the first tranche of work.
16. 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.

17. 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.
18. Resolution of the VAT issue is critical for the new pavilion project to progress. A paper is to be considered on the way forward at the November PPC meeting.
19. Informal meetings have been held with 2 architects to allow us to develop a brief that can be used in an ITT to select an architect to work with us on the detailed proposals.
20. It would appear to be cheaper to retain the current location.
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. APPROVE an order for the playground project as above.
  - d. WRITE to the unsuccessful bidders thanking them for their interest and the time spent on their proposals.
  - e. SUGGEST any approaches that may be applicable to carry out the new pavilion project that would not be subject to VAT.

Simon Maple