

# Pirton Parish Council



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

### Present:

CLlr J Rogers (Chair), CLlr D Burleigh , CLlr T Gammell, CLlr A Goodman, CLlr S Maple, CLlr M Parkin, CLlr N Rowe

### In attendance:

Mr Edward Roberts (Parish Clerk)

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**20-129 To receive and accept apologies for absence.**

Apologies had been received from District CLlr C Strong, who had another meeting. She later joined at 8.30pm.

**20-130 Public Participation**

Four members of the public registered to attend, with three logging on. The topic of the creation of a Community Woodland was raised, noting that there was no public open woodland in the immediate area of Pirton. The initiative was supported by the members of the council present and it was agreed that it should be an agenda item in January. In the meantime, it was suggested that a formal proposal be submitted to the Clerk. There was some discussion over the availability of suitable land and the fields at Wright's Farm were put forward as a possible site.

**20-131 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.

**20-132 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 12 November 2020 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 12 November 2020, be approved as a true and accurate record of the proceedings and be duly signed.

**20-133 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 30 November 2020: Unity Trust Account £70,463.30
- b. It was **RESOLVED** that payments totalling £14,351.18, as detailed on the monthly Finance Statement (Appendix A) be made.

**20-134 To receive the Clerk's report.**

The Clerk reported that a cheque for £3425.01 had been sent to HMRC, being the repayment of over-claimed VAT refunds by the Parish Council and Bury Trust. No acknowledgement had yet been received.

An email had been sent to Current Solutions agreeing their quote for MUGA lighting replacement, but no reply had been received. The Clerk would chase.

S106 funding for the Recreation Ground play area had been agreed with NHDC and the first invoice from Setter had been received.

Letters had been sent to the local policing team regarding nitrous oxide canisters at the Recreation Ground and to all involved parties regarding VAT repayments. No replies had been received.

The auditors had declined to produce a report on VAT and the new pavilion build, as they felt that it might compromise their independence as the Council's auditor. They recommended another company and a letter had been sent by the Clerk.

Confirmation had been received from a local contractor that work would start on the Great Green bus stop refurbishment.

Following the Clerk's report, a vote of thanks to former Cllr McConnellogue for all her work, particularly with regard to her liaison with Cala Homes and her contribution to the RecDev Working Group, was proposed by Cllr Rogers, seconded by Cllr Gammell and unanimously **AGREED**.

**20-135 To approve the minutes of the Annual Budget Meeting held on Wednesday 25 November 2020.**

It was **RESOLVED** that the minutes of the Annual Budget Meeting held on 25 November 2020, be approved as a true and accurate record of the proceedings and be duly signed.

**20-136 To consider the following resolution:** "The Parish Council resolves from 10 December 2020, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils Act (General Power of Competence)(Prescribed Conditions) Order 2012 to adopt the General Power of Competence."

Proposed by Cllr Rogers, seconded by Cllr Gammell, **APPROVED** by all present.

**20-137 To receive the RecDev Working Group report and updates on "George's Half-pipe"..**

Cllr Maple went through the report – Appendix C. He stressed the availability of free advice through HAPTC on the question of VAT and urged that this be followed up. A local architect was to be asked to do the initial design work and although a sum of money had been agreed for this, Cllr Burleigh suggested that an approach be made to see if the architect would waive their fee in light of the community aspects of the project.

**20-138 To approve the ordering of a feasibility study for the new pavilion at a cost not exceeding £1800. Such order to be placed without commitment to further work and with the right to use the study/drawings without restriction for the Pirton Pavilion project.**

Proposed by Cllr Rogers, seconded by Cllr Burleigh and **APPROVED** by all present.

**20-139 To discuss the proposal by Blakeney Homes for a permanent diversion of Pirton Footpath 05.**

It was stressed by several councillors that this was an historic and well used footpath that was part of the village character. Cllr Burleigh emphasised that the community needed to be consulted over any proposed diversion and that there was a need to establish exactly where the proposed path through the development would run and end. It was agreed that all factual issues with regard to the footpath needed to be clarified with Blakeney Homes and that the wider community needed to be consulted.

**20-140 Planning.**

- a. To consider Planning Applications (see Appendix B).

- b. To receive an update on the Local Plan. There was still nothing that directly affected Pirton, although a watch would be kept on any need for further land for development. There were to be two more hearing sessions in January 2021.
- c. To receive an update on Cala Homes. There was little to say on Cala Homes. The opening of a pedestrian route to Hambridge Way was still on schedule for April 2021. Cllr Rogers was to write to the CEO of Cala to flag up the danger to pedestrians using Holwell Road and Royal Oak Lane to get into the village.
- d. To receive an update on Spitfire Homes. Cllr Maple had nothing new to report.
- e. To consider the situation with regard to Wright's Farm. Cllr Parkin had circulated the response to her latest Freedom of Information request. The planning officer was aware of the Parish Council's interest in the site, but there was no information on the plans of Hertfordshire County Council (HCC) for the whole site.

**20-141 To discuss the proposed 20mph speed limit.**

Cllr Gammell reported that the HCC cabinet panel had refused the application by Pirton and would not change their speed criteria. The situation remained that West Lane would have to have speed calming measures before a 20mph limit could be introduced. Without a mandate, it would not be possible to erect 20mph speed signs. The provision of "speed volunteers" to monitor vehicle speeds was to be investigated. The "20's Plenty for Hertfordshire" campaign was putting a website together to allow people to register their opinions.

**20-142 To approve the final draft of a licence between Pirton Parish Council and Pirton Sports and Social Club.**

Cllr Maple confirmed that as the VAT issue had not yet been resolved, there was no change on this. A meeting of the PSSC was to take place on Monday 14 December.

**20-143 To receive an update on the replacement of the interpretation board at Blacksmith's Pond.**

Cllr Gammell reported that a plea would be put out on social media for a photograph showing the legible text of the board, as it was currently unreadable. Countryside and Rights of Way (CRoW) were prepared to commission a replacement board.

**20-144 To receive a draft delegation scheme for decision-making between monthly Parish Council meetings.**

It was agreed that this merely required an additional sentence adding to the relevant parts of the existing terms of reference. Cllr Burleigh would liaise with the Clerk to implement this.

**20-145 To consider a response to the Standards Matter 2 public consultation on standards in public life .**

Cllr Rogers thanked Cllr Burleigh for the work she had done on an initial draft response. The deadline had now been moved to January and Cllr Burleigh asked for contributions to the narrative by the New Year.

**20-146 To consider actions to be taken following receipt of the NHDC play area inspection reports.**

It was agreed that the Clerk would write to Setter Play asking them to quote for the necessary repairs at Coleman's Close. The minor work needed at the Recreation Ground would be done during the refurbishment in February 2021.

**20-147 To discuss a future communications strategy for Pirton Parish Council.**

Cllr Goodman agreed to draft and circulate an outline strategy for council communications. She would also produce a short welcome leaflet, introducing the Parish Council, to be distributed to the new families moving into Comice Meadows and Priors Hill.

**20-148 To discuss progress on the production of the January 2021 newsletter.**

Cllr Maple already had a number of topics to include and received further suggestions from other councillors.

**20-149 To discuss parking in the village, particularly in Walnut Tree Road.**

It was agreed that parking in Walnut Tree Road was a problem, particularly when football matches were being played at the Recreation Ground. Cllr Burleigh had been highlighting poorly parked vehicles around the village and verge damage had been noted in various locations. It was agreed that the issue should be highlighted in the newsletter. It was also suggested that the times of football matches might be staggered to alleviate congestion.

**20-150 To consider changing the day of Parish Council meetings from Thursday.**

It was **AGREED** to leave the day of the monthly Parish Council meeting as the second Thursday of the month.

**20-151 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Cllr Rowe noted that a number of verge posts on Shillington Road had been removed. He agreed to report this to Highways.
- b. S106 Projects. Nil.
- c. Village Environment. The Environment Committee still had another walk to do and would report back.
- d. Bury Trust. Nil.
- e. Village Hall. Cllr Parkin reported that there was nothing new, although they did now have the new printer.

**20-152 To suggest items for the next meeting of the Parish Council to be held on Thursday, 14 January 2021 at Pirton Village Hall at 7.45pm, or electronically as advised.**

- a. Committee and Working Group membership should be on the agenda, following the resignation of Cllr McConnellogue.

**Meeting Closed: 10.58 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****Payments**

| <b>Code</b>            | <b>Date</b> | <b>Description</b>          | <b>Supplier</b>                      | <b>Net</b>       | <b>VAT</b>      | <b>Total</b>     |
|------------------------|-------------|-----------------------------|--------------------------------------|------------------|-----------------|------------------|
| VAT Reclaimed          | 01/12/2020  | VAT Re-payment              | HMRC VAT                             | 3,425.01         | 0.00            | 3,425.01         |
| Website/IT             | 10/12/2020  | Website Migration           | TEEC                                 | 12.00            | 2.40            | 14.40            |
| NHDC Inspections       | 10/12/2020  | Playground Inspections      | North Herts District Council (NHDC)  | 100.00           | 20.00           | 120.00           |
| Stationery             | 10/12/2020  | Expenses                    | Edward Roberts (Clerk)               | 68.25            | 13.65           | 81.90            |
| Playground             | 10/12/2020  | Rec Ground Play Area Refurb | Setter Play Equipment                | 7,666.05         | 1,533.21        | 9,199.26         |
| Street Cleaner         | 10/12/2020  | Bin Rental                  | Pirton Sports and Social Club (PSSC) | 260.00           | 0.00            | 260.00           |
| Salary                 | 10/12/2020  | Salary                      | Edward Roberts (Clerk)               | 551.00           | 0.00            | 551.00           |
| Room (Office Expenses) | 10/12/2020  | Expenses                    | Edward Roberts (Clerk)               | 30.00            | 0.00            | 30.00            |
| Telephone              | 10/12/2020  | Expenses                    | Edward Roberts (Clerk)               | 20.00            | 0.00            | 20.00            |
| Stationery             | 10/12/2020  | Expenses                    | Edward Roberts (Clerk)               | 6.99             | 0.00            | 6.99             |
| Postage & Mileage      | 10/12/2020  | Expenses                    | Edward Roberts (Clerk)               | 25.32            | 0.00            | 25.32            |
| Tax                    | 10/12/2020  | Tax & Employers NI          | HMRC Clerk's Tax                     | 137.80           | 0.00            | 137.80           |
| Grants                 | 10/12/2020  | Grant                       | Village Hall                         | 249.50           | 0.00            | 249.50           |
| Training               | 10/12/2020  | Councillor Training         | HAPTC                                | 60.00            | 0.00            | 60.00            |
| Street Cleaner         | 10/12/2020  | Street Cleaning             | Tony Smart                           | 170.00           | 0.00            | 170.00           |
|                        |             |                             |                                      | <b>12,781.92</b> | <b>1,569.26</b> | <b>14,351.18</b> |

**Income**

| <b>Code</b>   | <b>Date</b> | <b>Description</b>        | <b>Supplier</b>   | <b>Net</b>      | <b>VAT</b>  | <b>Total</b>    |
|---------------|-------------|---------------------------|-------------------|-----------------|-------------|-----------------|
| VAT Reclaimed | 23/11/2020  | Bury Trust VAT re-payment | Pirton Bury Trust | 440.01          | 0.00        | 440.01          |
| VAT Reclaimed | 27/11/2020  | VAT Reclaim               | HMRC VAT          | 2,076.58        | 0.00        | 2,076.58        |
|               |             |                           |                   | <b>2,516.59</b> | <b>0.00</b> | <b>2,516.59</b> |

## Pirton Parish Council

### Bank Reconciliation at 30/11/2020

|          |                                                                                      |                  |
|----------|--------------------------------------------------------------------------------------|------------------|
|          | Cash in Hand 01/04/2020                                                              | 57,722.73        |
|          | <b>ADD</b>                                                                           |                  |
|          | Receipts 01/04/2020 - 30/11/2020                                                     | 43,284.29        |
|          |                                                                                      | 101,007.02       |
|          | <b>SUBTRACT</b>                                                                      |                  |
|          | Payments 01/04/2020 - 30/11/2020                                                     | 30,543.72        |
| <b>A</b> | <b>Cash in Hand 30/11/2020</b>                                                       | <b>70,463.30</b> |
|          | (per Cash Book)                                                                      |                  |
|          | <br>Cash in hand per Bank Statements                                                 |                  |
|          | Petty Cash                                 30/11/2020                         0.00   |                  |
|          | Pirton Parish Council Unity             30/11/2020                         70,463.30 |                  |
|          | Trust                                                                                |                  |
|          |                                                                                      | <b>70,463.30</b> |
|          | Less unrepresented payments                                                          | 0.00             |
|          |                                                                                      | 70,463.30        |
|          | Plus unrepresented receipts                                                          | 0.00             |
| <b>B</b> | <b>Adjusted Bank Balance</b>                                                         | <b>70,463.30</b> |

**A = B Checks out OK**

Appendix B – Planning Applications

| Reference        | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i 20/02475/FPH   | <p><b>16 Danefield Road, Pirton</b></p> <p><i>Single storey front and side extensions</i></p> <p>Comments to Thomas Howe by 2 Dec 20 (extended to 14 December)</p> <p><b>No objections</b></p>                                                                                                                                                                                                                                                       |
| ii 20/02555/FPH  | <p><b>34 Cromwell Way, Pirton</b></p> <p><i>Two storey side extension and single storey rear extension following demolition of existing rear conservatory</i></p> <p>Comments to Ben Glover by 2 Dec 20 (extended to 14 December)</p> <p><b>No objections, although a comment was lodged regarding the choice of render, rather than having brick facades that were in keeping with the existing dwellings.</b></p>                                  |
| iii 20/02640/FPH | <p><b>41 Bunyan Close, Pirton</b></p> <p><i>Single storey front extension</i></p> <p>Comments to Ben Glover by 10 Dec 20 (extended to 14 December)</p> <p><b>No objections</b></p>                                                                                                                                                                                                                                                                   |
| iv 20/02835/FP   | <p><b>Land to the rear of 17 Walnut Tree Road, Pirton</b></p> <p><i>Erection of nine dwellings comprising of three 4-bed and six 3-bed dwelling with associated garaging and landscaping including creation of new vehicular access off Walnut Tree Road.</i></p> <p>Comments to Tom Rea by 26 Dec 20 (extended to January 2021)</p> <p><b>An objection will be lodged on the grounds of car parking provision and the density of dwellings.</b></p> |

Planning Decisions (for information only)

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

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



## Appendix C - RecDevWG Report

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

1. The Working Group has met formally 16 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. The PPC accepted the working group's bid assessments at its meeting in November of Setters option 1 as the preferred bid.
3. At the PPC annual budget meeting in November it was agreed that the PPC would provide £2k of funding towards the playground update.
4. The annual budget meeting also agreed to provide the 25% payment that is required with the order, subject to confirmation that this would be recovered from S106 funds. It was also agreed that the VAT would be paid by PPC and then reclaimed from HMRC.
5. Setters were advised of their preferred bidder status. The unsuccessful bidders were advised, and thanked for their bids. Feedback was requested and subsequently provided.
6. Confirmation has now been received from NHDC that the S106 funds have been allocated as requested – details are attached.
7. The bid price is £30,664.18 plus VAT. With the £2k contribution from the PPC a total of £28,664.18 is required from S106 funds, and the allocations are shown in the attachment.
8. Following this confirmation of funding, an order was placed with Setters on the 7<sup>th</sup> December and installation is expected in February.
9. Communications will be sent out to the village outlining the improvements that are on order.

**Car Parking**

10. 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 was delayed slightly by unforeseen circumstances, but is due to commence in the next couple of weeks.

**New pavilion**

11. Thanks to the PPC 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. Professional advice is being sought by the PPC on the VAT impact of options for this project.
15. At the VAT course for Councilors and Parish Clerks it was stated that grants given to the Parish Council by, for example, the Football Foundation, and Sport England and spent on a new Pavilion would be treated as Parish Council money, and therefore VAT could be reclaimed. This would also seem to apply to the initial contributions that have been pledged by the Football Club and the Tennis Club towards the initial £15k fundraising, but may not apply to the PSSC contribution. Advice can be sought (for free) from the expert that led the course via the HAPTC, and this would seem to be worth pursuing.
16. 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.
17. The Working Group would like to let a contract to one of these to carry out the initial concept design at a price not exceeding £1800, and requests PPC agreement to this.
18. 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 the seeking of VAT advice via HAPTC.
  - d. APPROVE an order for the new pavilion concept design as above.

Simon Maple

PIRTON PARISH COUNCIL

MINUTES: 10 December 2020

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

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

Attachment to RecDevWG Report

Hi

Just to confirm that the s106 contributions requested totalling £28,644.18 have now been allocated to the installation of play equipment at Pirton Recreation Ground. In order to release the funds, we will require an invoice for the provision of the equipment and details of the account into which they will be paid by BACS transfer.

Trust this is all in order and look forward to receiving these details at the appropriate time.

Kind regards

Steph Blunt

Planning Obligations and Compliance Officer My working days are: Tuesday, Wednesday, Thursday, Friday

**From:** Pirton Parish Clerk <[parishclerk@pirtonparishcouncil.org.uk](mailto:parishclerk@pirtonparishcouncil.org.uk)>

**Sent:** 27 November 2020 09:48

**To:** Stephanie Blunt <[Stephanie.Blunt@north-herts.gov.uk](mailto:Stephanie.Blunt@north-herts.gov.uk)>

**Cc:** Simon Maple <[simon.maple@pirtonparishcouncil.org.uk](mailto:simon.maple@pirtonparishcouncil.org.uk)>

**Subject:** Pirton Parish Council S106 Application - Play Area

Steph,

Further to your correspondence with Simon Maple over the S106 funding for the new play equipment in Pirton, please find attached the completed application form.

Simon has asked me to point out that there are some small differences between the figures in your email and the ones in the full table (attached), but using the table figures, the anticipated funding is as follows:

|                      |            |
|----------------------|------------|
| Contract cost ex VAT | £30,664.18 |
| PPC contribution     | £2,000.00  |
| S106 funding         | £28,664.18 |

S106 funding sources:

|                |                                                                                                               |
|----------------|---------------------------------------------------------------------------------------------------------------|
| Play equipment | £18,458.56 (2x £9229.28)                                                                                      |
| Play space     | £2,395.01 (£1,004.66+£457.71+£932.64)                                                                         |
| Pavilion       | £7,810.61 (from £173,806.66, and noting that there is a further £4,557.28+£4,552.28 for the Pavilion/pitches) |

We are required to provide 25% of the contract cost with the order, and the current plan is that PPC will pay that subject to it being recovered when the S106 money is paid. I hope that this is satisfactory, please contact me or Simon for any further information.

Regards,

Ted Roberts

Pirton Parish Clerk