

# Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held electronically by Zoom on 8 April 2021 at 7.45 pm**

**Present:**

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

**In attendance:**

Mr Edward Roberts (Parish Clerk)

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**20-222 To receive and accept apologies for absence.**

No apologies had been received.

**20-223 Public Participation**

Three members of the public attended, along with Cllr Claire Strong. An introduction to the Plastic-Free Hitchin initiative was given, including the background and the basis for the nationwide organisation. The aim was to try to reduce waste and encourage recycling. Other local groups included Letchworth, Royston and Baldock. Liaison was maintained with NHDC and there was a desire to get village communities more involved. Cllrs Goodman and Burleigh supported the initiative and Cllr Rogers suggested that this should be taken forward. It was suggested that the group should have a presence at village events such as the Summer Fair.

**20-224 To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

Cllr Maple re-stated his memberships of both the Tennis and Sports and Social Club committees. Cllrs Rowe and Parkin mentioned the planning application in Shillington Road, but stressed that were not immediate neighbours and Cllr Burleigh declared her relationship to the Chairman of the Bury Trust.

**20-225 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 11 March 2021 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 11 March 2021, be approved as a true and accurate record of the proceedings and be duly signed.

**20-226 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 March 2021: Unity Trust Account £51,563.00
- b. It was **RESOLVED** that payments totalling £3273.72, as detailed on the monthly Finance Statement (Appendix A) be made.

**20-227 To approve the accounts for the financial year 2020-21 and sign the Annual Governance and Accountability Return.**

The accounts for the financial year 2020-21 were **APPROVED** and the Accounting Statements 2020/21 were duly signed.

**20-228 To sign the Annual Governance Statement.**

The Annual Governance Statement was **APPROVED** and signed.

**20-229 To receive the Clerk's Report**

The Clerk reported that the Internal Audit had completed on the 7<sup>th</sup> April and that he was in receipt of the report and observations. It would be an agenda item at May's meeting, but the details would be circulated to all councillors. The External Audit would again be conducted by PKF Littlejohn and looked similar to last year's.

The tennis courts had now been cleaned, with the invoice to be paid this month.

All Allotment, Tennis Club and Parking Permit invoices had been sent out and payments were starting to come in.

The Data Protection fee comes up for renewal in May and there has been no increase from the previous £35.00.

Correspondence by email had been received on a number of topics, including the Easter Egg Hunt at Middle Green, the basketball hoop at the Recreation Ground, requests for footpath leaflets and an update on the football pitch maintenance work at the Recreation Ground. Further to the latter, there had been recent incidents of quad bikes being driven over the pitches, along with vandalism of a seat in the football stand.

An email from a Great Green resident was read out to the Council on the subject of the access track and its current poor state. A response had been sent and Cllr Burleigh volunteered to contact the Herts Association of Parish & Town Councils (HAPTC) for guidance on maintaining the track. A decision would be made at May's meeting. The Clerk also read out an update from Blakeney Homes where work is progressing well.

The Clerk concluded by mentioning the production of an Annual Report this year (2020-21), as Covid had pretty much prevented information being received for one for 2019-20.

**20-230 To appoint a 4<sup>th</sup> signatory for the Parish Council's Unity Trust bank account, following Cllr Gammell's retirement.**

Cllr Goodman volunteered to act as signatory. Proposed by Cllr Rogers, seconded by Cllr Burleigh and **APPROVED** by all present.

**20-231 To consider the proposal by the PSSC for the Parish Council to pay 50% of the monthly cost of emptying the large bin at the Recreation Ground.**

Cllr Maple stated that this had not been widely discussed and it was agreed that as the Parish Council had paid for the bin to be emptied up to 30 June 2021, at which point the PSSC should have reopened, this matter should be revisited then.

**20-232 To approve the replacement of the basketball hoop and backboard at the Recreation Ground at a cost not to exceed £500.**

Proposed by Cllr Burleigh, seconded by Cllr Rogers, that a sum not to exceed £500 be approved to replace the basketball backboard and hoop at the Recreation Ground. **APPROVED** by all. Cllr Maple agreed to research the requirement.

**20-233 To receive the RecDev Working Group report and updates on "George's Half-pipe".**

Cllr Maple went through the report – Appendix C. He had circulated the report and noted that there was little change from last month. The formal opening of the new play area had been delayed, but Cllr Maple was to send out invitations for a Covid-compliant ceremony. Cllr Parkin stressed that the people who worked on developing the concept should be invited.

On George's Half-pipe, Cllr Maple noted that the Working Group's remit only extended to scoping out a location. Expenditure on this and other suggestions such as a petanque pitch should be dependent on the amount of interest expressed and the numbers willing to support them. Cllr Parkin suggested that interest could be gauged at the Summer Fair.

**20-234 To conduct the Annual Review of the pitch maintenance agreement between Pirton Parish Council and Lea Sports Football Club (Reference Minute 20-16 dated 14 May 2020).**

Cllrs Rogers and Burleigh spoke on this and it was **AGREED** that the agreement should continue. Thanks were formally offered to those individuals in the village who had volunteered their time and effort towards this ongoing work.

**20-235 Planning.**

- a. To consider Planning Applications (see Appendix B). Cllrs Burleigh and Rowe were to draft the relevant responses to the applications.
- b. To receive an update on the Local Plan. There was no change. Public consultation would take place after the local elections.
- c. To receive an update on Cala Homes. Cllr Rogers had spoken to the site manager and Cala were happy to install a dog waste bin supplied by the Parish Council. Responsibility for emptying would be that of the Parish Council. Cllr Goodman agreed to canvas opinion as to the best location.
- d. To receive an update on Spitfire Homes. Cllr Maple reported that the reception office at the site was now closed, so no further contact had been made.
- e. To receive an update on Blakeney Homes. The Clerk had covered this in his report.
- f. To consider the situation with regard to Wright's Farm. Cllr Parkin has a Freedom of Information request in and is awaiting a response.

**20-236 To discuss the proposed 20mh speed limit.**

Cllr Goodman reported that an expression of interest had been submitted for a Speed Indicator Device (SID) and it had been acknowledged. Cllr Barnard was supporting the application.

**20-237 To discuss the lack of a pavement and the danger to pedestrians on the corner of Royal Oak Lane and Holwell Road.**

Cllr Goodman spoke about the problems with the bank outside 46 Royal Oak Lane and the current high footfall with pedestrians coming from the Comice Meadows development, along with the high volume of traffic on the corner. It was suggested that efforts should be made to get residents to use the Hambridge Way exit and that S106 monies might be used to improve that route.

**20-238 To approve the final draft of a licence between Pirton Parish Council and Pirton Sports and Social Club.**

Cllr Maple confirmed that this was on hold pending the resolution of the VAT issue.

**20-239 To approve in principle the proposal by Pirton Sports & Social Club to source and install up to 3 shipping containers for storage at Pirton Recreation Ground, subject to planning permission and at no cost to the Parish Council.**

Cllr Maple explained the thinking behind this proposal. It was agreed that more research was needed on alternative options and on the possible limitations of storage containers.

**20-240 To receive an update on the replacement of the interpretation board at Blacksmith's Pond.**

The Clerk read out an update from Mr Gammell, who now intended handing over responsibility for the new board. The prices quoted by CRoW seemed quite high and the Clerk was tasked to investigate other providers.

- 20-241 To receive an update on the proposed village survey to ascertain transport needs.**  
Cllr Parkin reported that work had started on the survey and that it would be best to send it out with the next newsletter, due in July. The possibility of a general village meeting to discuss the issue was also mentioned. It was agreed that work was needed on some of the footpaths round the village.
- 20-242 To receive reports on the following:**
- a. Parish Paths Partnersip (P3). Cllr Rowe reported that due to requests, the copy of the parish paths map had both been put on the web and in the village shop. There were still a substantial number remaining. Bollards on the Priors Hill/Shillington Road bend had been reported a second time, including mention of the second crash that may have been partly due to the lack of reflectors. The repair appears not to be high priority, but the safety issues and the fact that pedestrians walk round that bend have been stressed.
  - b. S106 Projects. Nil.
  - c. Village Environment. Cllr Burleigh agreed to circulate her correspondence with HCC over the verges issues. Thanks were expressed to the litter picking teams for their efforts on Shillington Road.
  - d. Bury Trust. Cllr Maple had circulated a document (Appendix D) regarding the siting of a bench near the Motte. Funding was discussed for this and other projects for the Bury and Toots Hill. Proposed by Cllr Rogers, seconded by Cllr Burleigh and **AGREED** by all, that a sum not to exceed £750 should be allocated toward this work. Exact costings would be discussed by Cllr Maple and the Chairman of the Bury Trust. It was noted that there was money available in the Bury Trust project pot to cover this.
  - e. Village Hall. Cllr Parkin reported that the hall was ready for the easing of Covid restrictions and was expecting bookings. A possible post-lockdown event was being looking into.
- 20-243 To agree to change the date of the Annual Meeting of the Parish Council from 13 May 2021 to 6 May 2021 in order to enable it to take place remotely under the Government's Covid Regulations.**  
All present **AGREED** to change the date to the 6<sup>th</sup> May 2021.
- 20-244 To discuss a recruitment drive to increase representation on the Parish Council.**  
It was agreed to keep this on the agenda for next month. A suggestion was made that recruitment from the Cala development might be useful.
- 20-245 To suggest items for the next meeting of the Parish Council to be held on Thursday, 6 May 2021 at Pirton Village Hall at 7.45pm, or electronically as advised**
- a. A further discussion on VAT was proposed by Cllr Maple. It was agreed by Cllr Rogers that an Extraordinary Meeting should be held on 22 April 2021 to discuss this.
  - b. Cllr Rowe stated that parking on the green areas in the village was becoming a problem and measures needed to be discussed.
  - c. Cllr Goodman would provide an update on the "village website" at the next meeting.

**Meeting Closed: 11.04pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDevWG Report

Appendix D – Bury Trust 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>    |
|----------------------------------|-------------|---------------------|--------------------------------------|-----------------|---------------|-----------------|
| Grants                           | 08/04/2021  | Grant               | Pirton Sports and Social Club (PSSC) | 250.00          | 0.00          | 250.00          |
| Salary                           | 08/04/2021  | Salary              | Edward Roberts (Clerk)               | 718.20          | 0.00          | 718.20          |
| Room (Office Expenses)           | 08/04/2021  | Expenses            | Edward Roberts (Clerk)               | 30.00           | 0.00          | 30.00           |
| Telephone                        | 08/04/2021  | Expenses            | Edward Roberts (Clerk)               | 20.00           | 0.00          | 20.00           |
| Stationery                       | 08/04/2021  | Expenses            | Edward Roberts (Clerk)               | 37.78           | 0.00          | 37.78           |
| Postage & Mileage                | 08/04/2021  | Expenses            | Edward Roberts (Clerk)               | 16.20           | 0.00          | 16.20           |
| Tax                              | 08/04/2021  | Tax & Employers NI  | HMRC Clerk's Tax                     | 179.40          | 0.00          | 179.40          |
| Employer's NI                    | 08/04/2021  | Tax & Employers NI  | HMRC Clerk's Tax                     | 22.16           | 0.00          | 22.16           |
| Tennis Courts (MUGA) Maintenance | 08/04/2021  | MUGA Cleaning       | Tennis Court Maintenance             | 714.00          | 142.80        | 856.80          |
| Street Cleaner                   | 08/04/2021  | Bin Rental          | Pirton Sports and Social Club (PSSC) | 283.14          | 0.00          | 283.14          |
| Street Cleaner                   | 08/04/2021  | Street Cleaning     | Tony Smart                           | 212.50          | 0.00          | 212.50          |
| HAPTC                            | 08/04/2021  | Annual Subscription | HAPTC                                | 647.54          | 0.00          | 647.54          |
| <b>Total</b>                     |             |                     |                                      | <b>3,130.92</b> | <b>142.80</b> | <b>3,273.72</b> |

**Receipts**

| <b>Code</b>     | <b>Date</b> | <b>Description</b>    | <b>Supplier</b>                      | <b>Net</b>       | <b>VAT</b>  | <b>Total</b>     |
|-----------------|-------------|-----------------------|--------------------------------------|------------------|-------------|------------------|
| Tennis Club     | 01/04/2021  | Tennis Club Rental    | Pirton Tennis Club                   | 222.41           | 0.00        | 222.41           |
| Tennis Club     | 01/04/2021  | Tennis Club Rental    | Pirton Tennis Club                   | 502.92           | 0.00        | 502.92           |
| Miscellaneous   | 01/04/2021  | Annual Licence        | Pirton Sports and Social Club (PSSC) | 1.00             | 0.00        | 1.00             |
| Allotment Rents | 05/04/2021  | Allotment rent        | Wheeler                              | 20.00            | 0.00        | 20.00            |
| Allotment Rents | 06/04/2021  | Allotment rent        | Mr & Mrs Willis                      | 40.00            | 0.00        | 40.00            |
| Parking Permits | 06/04/2021  | Parking               | Etherington                          | 5.00             | 0.00        | 5.00             |
| Parking Permits | 06/04/2021  | Parking               | Jarrett                              | 5.00             | 0.00        | 5.00             |
| Allotment Rents | 06/04/2021  | Allotment rent        | E Picken                             | 40.00            | 0.00        | 40.00            |
| Allotment Rents | 06/04/2021  | Allotment rent        | Mark Cooper Plot 2                   | 40.00            | 0.00        | 40.00            |
| Allotment Rents | 06/04/2021  | Allotment rent        | R & D Black                          | 40.00            | 0.00        | 40.00            |
| Precept         | 09/04/2021  | Precept First Payment | North Herts District Council (NHDC)  | 20,613.26        | 0.00        | 20,613.26        |
| Grants          | 09/04/2021  | CTRS First Payment    | North Herts District Council (NHDC)  | 386.74           | 0.00        | 386.74           |
| <b>Total</b>    |             |                       |                                      | <b>21,916.33</b> | <b>0.00</b> | <b>21,916.33</b> |

PIRTON PARISH COUNCIL

MINUTES: 8 April 2021

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

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

## Pirton Parish Council

### Bank Reconciliation at 31/03/2021

|          |                                   |            |           |                  |
|----------|-----------------------------------|------------|-----------|------------------|
|          | Cash in Hand 01/04/2020           |            |           | 57,722.73        |
|          | <b>ADD</b>                        |            |           |                  |
|          | Receipts 01/04/2020 - 31/03/2021  |            |           | 75,885.25        |
|          |                                   |            |           | 133,607.98       |
|          | <b>SUBTRACT</b>                   |            |           |                  |
|          | Payments 01/04/2020 - 31/03/2021  |            |           | 82,044.98        |
| <b>A</b> | <b>Cash in Hand 31/03/2021</b>    |            |           | <b>51,563.00</b> |
|          | (per Cash Book)                   |            |           |                  |
|          | Cash in hand per Bank Statements  |            |           |                  |
|          | Petty Cash                        | 31/03/2021 | 0.00      |                  |
|          | Pirton Parish Council Unity Trust | 31/03/2021 | 51,563.00 |                  |
|          |                                   |            |           | <b>51,563.00</b> |
|          | Less unrepresented payments       |            |           | 0.00             |
|          |                                   |            |           | 51,563.00        |
|          | Plus unrepresented receipts       |            |           | 0.00             |
| <b>B</b> | <b>Adjusted Bank Balance</b>      |            |           | <b>51,563.00</b> |
|          | <b>A = B Checks out OK</b>        |            |           |                  |

## Appendix B – Planning Applications

| Reference               | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>21/00887/FPH</b>   | <p><b>12 Royal Oak Lane, Pirton</b></p> <p><i>Single storey side extension</i></p> <p>Comments to Thomas Howe by 14 April 2021</p>                                                                                                                                                                                                                                                                                                                  |
| ii <b>21/00888/LBC</b>  | <p><b>12 Royal Oak Lane, Pirton</b></p> <p><i>Single storey side extension and internal alterations</i></p> <p>Comments to Thomas Howe by 14 April 2021</p>                                                                                                                                                                                                                                                                                         |
| iii <b>21/00913/FPH</b> | <p><b>2 Bury End, Pirton</b></p> <p><i>Erection of detached rear garden wooden shed on a solid base with a green roof following demolition of existing rear garden wooden shed.</i></p> <p>Comments to Andrew Hunter by 16 April 2021</p>                                                                                                                                                                                                           |
| iv <b>21/00991/FP</b>   | <p><b>15 Shillington Road, Pirton</b></p> <p><i>Single storey side extension and alterations to window/door arrangement of existing dwelling. Erection of one detached 2-bed dwelling following demolition of existing outbuildings.</i></p> <p>Comments to Andrew Hunter by 22 April 2021</p>                                                                                                                                                      |
| v <b>21/00969/PNR</b>   | <p><b>Rectory Manor, Shillington Road, Pirton</b></p> <p><i>Prior Approval Class R Agric to Flex Use : Change of Use of agricultural building to flexible commercial use under Class R.</i></p> <p>Comments to Andrew Hunter by 23 April 2021</p>                                                                                                                                                                                                   |
| vi <b>21/00977/FPH</b>  | <p><b>3 Baulk Gardens, Pirton</b></p> <p><i>Single storey rear extension</i></p> <p>Comments to Thomas Howe by 24 April 2021</p>                                                                                                                                                                                                                                                                                                                    |
| vii <b>21/01004/FPH</b> | <p><b>Pirton Court, 1 Priors Hill, Pirton</b></p> <p><i>Amended design and reduced scheme. Demolish 1980s extensions and construction of single storey extensions to provide utility, link, orangery, changing room and plant room. Clad and convert garage to provide games room. Provide outdoor swimming pool (as a variation of planning permission 18/02338/FPH granted on 05.02.2019)</i></p> <p>Comments to Thomas Howe by 24 April 2021</p> |



**Planning Decisions** (for information only)

| Reference | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i         | <p data-bbox="220 465 384 495"><b>21/00002/FPH</b></p> <p data-bbox="475 465 778 495"><b>4 Walnut Tree Road, Pirton</b></p> <p data-bbox="475 533 1166 656"><i>Erection of front and rear entrance porches and traditional lime based external rendering covering existing timber frame (as amplified by drawing nos. 162-27 &amp; 28 received on 13/03/2021).</i></p> <p data-bbox="475 694 826 719">Permission granted 1 April 2021</p> |
| ii        | <p data-bbox="220 763 384 792"><b>21/00003/LBC</b></p> <p data-bbox="475 763 778 792"><b>4 Walnut Tree Road, Pirton</b></p> <p data-bbox="475 831 1166 954"><i>Erection of front and rear entrance porches and traditional lime based external rendering covering existing timber frame (as amplified by drawing nos. 162-27 &amp; 28 received on 13/03/2021).</i></p> <p data-bbox="475 992 794 1016">Consent granted 1 April 2021</p>   |
| iii       | <p data-bbox="220 1061 384 1090"><b>21/00221/FPH</b></p> <p data-bbox="475 1061 778 1090"><b>24 Cromwell Way, Pirton</b></p> <p data-bbox="475 1128 1414 1189"><i>First floor rear extension and insertion of two first floor window to west-facing flank elevation.</i></p> <p data-bbox="475 1227 826 1256">Permission granted 1 April 2021</p>                                                                                         |

Appendix C - RecDevWG Report

**RecDev Working Group report to PPC 8 April 2021**

1. The Working Group has met formally 19 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. Work is now completed and the playground reopened on 13<sup>th</sup> March.
3. Communications were sent out to the village via Facebook to advise on the reopening.
4. A press release has been produced to send to the press, following a reopening ceremony. This can now be arranged following the easing of restrictions.

**New pavilion**

5. The PPC have now received a report into VAT treatment for the project and this was discussed at the 11<sup>th</sup> March meeting. Provided grants are received by the PPC, orders placed by the PPC, invoices received by the PPC and goods received by the PPC VAT will be reclaimable.
6. There are 3 key options currently under consideration for the new pavilion design:
  - A single storey building with pitched roof
  - A two storey building with sloping roof
  - A fall back option of a limited new build shower and toilet block adjacent to the existing building (if insufficient funding is raised)
7. Based on an informal assessment by a Quantity Surveyor the costs for the 3 options would be around:
  - Single storey £600k excluding the car park
  - Two storey £750k plus prelims
  - Fall back £300k to £500k
8. The preferred option is currently the single storey replacement building. Although the fallback option appears to be considerably cheaper there are concerns that this cost would escalate due to the condition of the existing building.
9. Further work is being done to firm up the estimated costs.
10. Once the Concept design work is completed, and approved by the PPC, two key activities can commence:
  - Communications of the proposal to the community
  - Fund raising can commence
11. The Summer Fair is an opportunity for engaging villagers in the proposals.
12. The Working Group propose to produce a document that pulls all of the information together as a Development Project Plan.
13. 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.

Simon Maple

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

Appendix D – Bury Trust Report

**Bury Trust report to PPC 8 April 2021**

1. The Bury Trust would like to have a bench near the Motte to allow visitors to rest while visiting, consistent with Parish Council policy to provide seating for the less able to enjoy this public amenity. The type of bench proposed is shown below.



2. The siting of the bench is restricted because the majority of the monument ie the bailey, is grazed by bullocks, the income from which allows us to maintain the whole site. There are only 2 possible sites where the ground is flat and not part of the motte. These are beside the path near the wildlife area (A), and beside the interpretation board (B). The former site is left uncut after discussions with Countryside Management as a site for conservation protecting greater crested newts and wild bittercross. The latter site is mown annually. Site B is preferred by the Trustees because it has a view of the bailey and is on level ground whereas site A has no view except of 6 foot mature hedge skirting the path. Historic England was concerned about erosion from people's feet but site B is adjacent to the path up the motte and Trustees could protect the surface in front of the bench with either gravel or Grasscrete matting. Photos showing the 2 locations are shown below.



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

3. The expected cost is £500, and a contribution from an organization that ceased operating some time ago – the Pirton May Fair Association – would cover about 50% of the purchase cost.
4. It is proposed that a plaque be attached recognizing the first Trustees of the Bury Trust.
5. An application for Scheduled Monument Consent would need to be submitted with PPC sign off, and would need to be successful.
6. To minimize damage to the site, the bench would be fixed to the ground using 2 spikes only.
7. The PPC is requested to:
  - a. APPROVE the proposal for a bench as outlined.
  - b. AGREE to signing the Scheduled Monument Consent application (copy of draft application attached).
  - c. AGREE to contribute towards the cost.
  - d. AGREE to arranging the installation.
  - e.

Simon Maple

Attachment  
Draft Scheduled Monument Consent application.

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