

Pirton Parish Council



**Minutes of Pirton Parish Council Annual Meeting
held electronically by Zoom on 6 May 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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**21-01     To elect the Chairman**

Nominated by Cllr Parkin, seconded by Cllr Burleigh, Cllr Rogers was elected unopposed as Chairman.

**21-02     To elect the Vice-Chairman**

Nominated by Cllr Rogers, seconded by Cllr Maple, Cllr Burleigh was elected unopposed as Vice-Chairman.

**21-03     To receive and accept apologies for absence.**

No apologies for absence had been received.

**21-04     Public Participation**

Three members of the public and Cllr Claire Strong had registered to join the meeting electronically. Only one and Cllr Strong were present for the public participation session. From the floor, a suggestion was raised that the forthcoming Government legislation regarding Community Regeneration Projects could be applied to the area of Wrights Farm. It might be returned to equestrian or other community uses, rather than being used for housing. There was interest from Councillors, although a business plan and costings would have to be investigated. There would inevitably be a delay in the legislation for the scheme going through parliament, but it was thought worth following up. Cllrs Goodman and Rogers agreed to assist any local group that was going to pursue this.

**21-05     To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

Declarations of interest were received from Cllr Maple in respect of his membership of the Sports & Social Club committee and from Cllr Rogers who had a possible interest in residential properties at Great Green.

**21-06     To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 8 April 2021 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 8 April 2021, be approved as a true and accurate record of the proceedings and be duly signed.

**21-07     To confirm and sign the Minutes of the Parish Council Extraordinary Meeting held on Thursday 22 April 2021 as a true and accurate record.**

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

It was **RESOLVED** that the minutes of the Extraordinary Council Meeting held on 22 April 2021, be approved as a true and accurate record of the proceedings and be duly signed.

**21-08 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 30 April 2021: Unity Trust Account £70,220.61.
- b. It was **RESOLVED** that payments totalling £5188.63, as detailed on the monthly Finance Statement (Appendix A) be made.

**21-09 To receive the Clerk's report.**

The Clerk began by drawing the attention of Councillors to the Net Position financial report circulated prior to the meeting, listing expenditure against budget for the various Cost Centres.

The internal audit report and observations had been circulated, with the majority of the observations now implemented.

Insurance cover for play equipment had been increased to include the new equipment and installation costs, on the advice of the insurers. Cover now stood at £45,000 vice the previous £25,000.

Allotment rentals due payment by 30 April were now all in, bar two, which would be chased. About half the car permit fees for Great Green had been received to date.

Correspondence had taken place with NHDC regarding the newly installed dog waste bin at Comice Meadows and this was now included in the emptying round at a cost of £2.13 a week.

The Clerk mentioned the Annual Report, having emailed the local MP, County Councillor and Police for contributions. Nothing had been received as yet. The RFO's Financial Summary had been written and a piece was needed from the Chairman.

**21-10 To approve the Annual Internal Auditor report for 2020-21 and to review and implement the observations.**

The Clerk read through the observations and detailed the steps taken to resolve them. Proposed by Cllr Goodman and seconded by Cllr Rowe that the audit and observations be **APPROVED**. Carried unanimously.

**21-11 To review the register of fixed assets.**

Cllr Maple queried the omission from the register of the barrier alongside Blacksmith's Pond as it was an asset that required maintenance. He also asked for the MUGA to be added. The register was otherwise **APPROVED**.

*Post meeting note – the Clerk checked the register and the MUGA is listed as J005. The railings at Blacksmiths Pond (J008) are considered as part of the whole and are subject to annual inspection.*

**21-12 To confirm the arrangements for insurance cover.**

The Clerk reminded the meeting that the 3-year fixed term arrangement with Came & Co had been renewed in September 2020. The next premium would be due in September 2021, at which point the expenditure would be agreed again at the relevant Parish Council meeting. He also re-stated that the new play equipment was insured. The arrangements were **AGREED** and **APPROVED**.

**21-13 To confirm bank signatories for the Pirton Parish Council Unity Trust bank account as listed below:**

Cllr Amanda Goodman

Cllr Simon Maple  
 Cllr Jill Rogers  
 Cllr Nick Rowe  
 All the above signatories were **CONFIRMED**.

**21-14 To review the following procedures of the council:**

- a. Standing Orders (doc001). Paragraph 3x amended to reflect meetings running over 3 hours. **APPROVED**
- b. Financial Regulations (doc 003). **APPROVED**
- c. Freedom of Information Act 2000 Publication Scheme (doc 007). **APPROVED**
- d. Risk Management Policy (doc011). Those activities in the register not run by the Parish Council to be removed. Amended and **APPROVED**
- e. Social Media and Electronic Communications Policy (doc 016). It was agreed that this required a major review and would be revisited in June.
- f. Internal Financial Controls Policy (doc 025). **APPROVED**
- g. Financial Reserves Policy (doc 026). **APPROVED**

**21-15 To confirm Direct Debit as the method of payment to Castle Water and the Information Commissioner (Financial Regulations 6.7)**

Direct Debit for these payments was **CONFIRMED**.

**21-16 To confirm BACS as the preferred method of payment of invoices received by the council. (Financial Regulations 6.9)**

BACS was **CONFIRMED** as the preferred method of payment.

**21-17 To appoint council representatives to organisations (doc014a).**

- a. Tree Warden – Steve Kitchiner
- b. HR Committee – Cllrs Burleigh, Rogers and Maple
- c. Environment Committee – Cllrs Burleigh, Goodman, Rogers, Rowe
- d. Arboreal Working Group – Cllrs Goodman and Parkin
- e. Communications Working Group – Cllrs Goodman and Parkin
- f. Planning Working Group – Cllrs Burleigh, Rogers and Rowe
- g. Village Hall Committee – Cllr Parkin
- h. Bury Trust – Cllrs Goodman, Parkin and Maple
- i. Rands Trust – Cllr Rowe
- j. Hammonds Committee – TBC
- k. RecDev Working Group – Cllrs Maple and Rowe

**21-18 To receive the RecDev Working Group report**

Cllr Maple had previously circulated the report (Appendix C) which he went through. Cllr Burleigh recorded a vote of thanks to the Working Group members for their hard work in getting to this point. Cllr Maple suggested that 27 May 2021 would be suitable for the formal opening of the play area. He also updated the council on his research into a replacement basketball back board at the Recreation Ground. Further work was needed and he would report back.

**21-19 To discuss the state of the track at Great Green and agree a solution.**

Prior to this item, Cllr Strong left the meeting. It was agreed that under Health and Safety considerations, the Parish Council should contribute to the cost of making good the track as there was currently a danger to pedestrians and vehicles. It was stressed that the Council needed to know exactly what was proposed and the likely costs before making any offer. It was further agreed that any attempts to excavate the track back to a constant level would not be sanctioned. Emphasis should be on filling in the potholes and accepting that there was no permanent solution as the track constitutes part of the Green. Cllr Rogers agreed to liaise with the residents and report back.

- 21-20 To receive an update on the proposed 20mph speed limit in Pirton.**  
Cllr Parkin suggested that in order to engage with the residents, it was a matter of raising awareness of the problem of speeding vehicles. Cllr Rogers suggested the use of “20 is plenty” stickers and would investigate the cost of magnetic signs. Cllr Goodman would look into the provision of stickers for bins. Cllr Burleigh agreed to draft a letter to HCC regarding the provision of Speed Indicating Devices (SIDs). Cllr Goodman reported that the application for a SID was progressing.
- 21-21 To receive an update on the village transport survey.**  
Cllr Parkin had circulated a first draft of the survey to all councillors and asked that it be filled in and feedback provided. The aim was to demonstrate the needs of Pirton to HCC.
- 21-22 To discuss a recruitment drive to increase representation on the Parish Council.**  
Cllr Rogers emphasised that anyone with an interest in Pirton was welcome and it was agreed that the Summer Fair on 10 July would be an ideal venue to promote the Council and recruit new members. It was also agreed that photographs of Councillors on the website could improve accessibility. A link to the website would be put on the Facebook page.
- 21-23 Planning**  
a. To consider Planning Applications (Appendix B). Following discussion on the items, Cllrs Burleigh and Rowe were to draft responses to the two applications received. Thanks were offered from the rest of the Council for their work last month on the long list of applications that were dealt with.
- 21-24 To discuss parking on village green areas.**  
Cllr Rowe stated that green areas in the village were being used on a regular basis for parking vehicles, with damage being caused. He cited Chipping Green as an example and also highlighted the area opposite the Motte & Bailey. Cllr Burleigh had also noticed overnight parking on Chipping Green. Various suggestions were made to deter parking, such as small “No Parking” signs or flyers to put on vehicle windscreens. Cllr Rogers suggested that ticketing should be a first step to raise awareness. Parking around the entrance to the Recreation Ground was another problem, with cars blocking the pavement. Cllr Rogers agreed to draft a letter to the football club and Cllr Burleigh would draft a flyer suitable for car windscreens.
- 21-25 To receive an update on the “village website”.**  
Cllr Goodman summarised the minutes of the Working Group meeting which had been circulated. The Clerk had purchased the “pirton.org” domain and the site would be a pared down version of the original village site. Funds from the Pumpkin Club had been confirmed as £350, to be added to the contributions agreed by the Parish Council.
- 21-26 To receive an update on the replacement of the interpretation board at Blacksmith’s Pond.**  
The Clerk had contacted companies for prices and they were generally £750 and upwards, depending on the amount of design required. This was in line with the quote from Countryside & Rights of Way received earlier. It was agreed that an attempt at self help should be made as the costs appeared to be excessive. Cllr Maple volunteered to produce a draft board, assisted by Cllr Goodman. Suggestions were made for sources of copyright-free artwork and photographs.
- 21-27 To determine the time and place of ordinary meetings of the full council.**  
Meetings to be held at 7.45pm on the second Thursday of each month (unless otherwise stated) on the following dates:

|                  |                 |                  |
|------------------|-----------------|------------------|
| 10 June 2021     | 8 July 2021     | 12 August 2021   |
| 9 September 2021 | 14 October 2021 | 11 November 2021 |
| 9 December 2021  | 13 January 2022 | 10 February 2022 |
| 10 March 2022    | 14 April 2022   |                  |

with the Annual Meeting to take place on 12 May 2022.

All the above **APPROVED**. It was suggested that more use should be made of the Pirton Sports & Social Club (PSSC) as a venue, rather than always using the Village Hall.

**21-28** To suggest items for the next meeting of the Parish Council to be held on Thursday, 10 June 2021 at Pirton Village Hall at 7.45 pm.

- a. To receive an update on storage options at the Recreation Ground.
- b. To discuss VAT repayments as they apply to the PSSC..
- c. To approve updates to the Social Media & Electronic Communications Policy.
- d. To consider the maintenance of the fence at Blacksmith's Pond.
- e. To discuss the production of the July 2021 newsletter.

**Meeting Closed: 10.50 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDev Working Group Report

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

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

## Appendix A – Monthly Finance Statement

**Pirton Parish Council****Bank Reconciliation at 30/04/2021**

|                                  |                                   |            |                  |
|----------------------------------|-----------------------------------|------------|------------------|
| Cash in Hand 01/04/2021          |                                   |            | 51,563.00        |
| <b>ADD</b>                       |                                   |            |                  |
| Receipts 01/04/2021 - 30/04/2021 |                                   |            | 21,931.33        |
|                                  |                                   |            | 73,494.33        |
| <b>SUBTRACT</b>                  |                                   |            |                  |
| Payments 01/04/2021 - 30/04/2021 |                                   |            | 3,273.72         |
| <b>A</b>                         | <b>Cash in Hand 30/04/2021</b>    |            | <b>70,220.61</b> |
|                                  | (per Cash Book)                   |            |                  |
|                                  | Cash in hand per Bank Statements  |            |                  |
|                                  | Petty Cash                        | 30/04/2021 | 0.00             |
|                                  | Pirton Parish Council Unity Trust | 30/04/2021 | 70,220.61        |
|                                  |                                   |            | <b>70,220.61</b> |
|                                  | Less unrepresented payments       |            | 0.00             |
|                                  |                                   |            | 70,220.61        |
|                                  | Plus unrepresented receipts       |            | 0.00             |
| <b>B</b>                         | <b>Adjusted Bank Balance</b>      |            | <b>70,220.61</b> |

**A = B Checks out OK**

## Payments

| Code                     | Date       | Description                     | Supplier                 | Net             | VAT           | Total           |
|--------------------------|------------|---------------------------------|--------------------------|-----------------|---------------|-----------------|
| Tennis Courts (MUGA)     | 06/05/2021 | MUGA Lighting                   | Current Solutions        | 2,160.00        | 432.00        | 2,592.00        |
| Audits                   | 06/05/2021 | Internal Audit                  | IAC Audit                | 280.00          | 56.00         | 336.00          |
| Salary                   | 06/05/2021 | Salary                          | Edward Roberts (Clerk)   | 590.47          | 0.00          | 590.47          |
| Room (Office Expenses)   | 06/05/2021 | Expenses                        | Edward Roberts (Clerk)   | 30.00           | 0.00          | 30.00           |
| Telephone                | 06/05/2021 | Expenses                        | Edward Roberts (Clerk)   | 20.00           | 0.00          | 20.00           |
| Stationery               | 06/05/2021 | Expenses                        | Edward Roberts (Clerk)   | 11.99           | 0.00          | 11.99           |
| Postage & Mileage        | 06/05/2021 | Expenses                        | Edward Roberts (Clerk)   | 25.42           | 0.00          | 25.42           |
| Tax                      | 06/05/2021 | Tax & Employers NI              | HMRC Clerk's Tax         | 147.60          | 0.00          | 147.60          |
| Employer's NI            | 06/05/2021 | Tax & Employers NI              | HMRC Clerk's Tax         | 0.15            | 0.00          | 0.15            |
| Village Greens           | 06/05/2021 | Village Greens Grass            | Andrew Burton            | 480.00          | 0.00          | 480.00          |
| Street Cleaner           | 06/05/2021 | Street Cleaning                 | Tony Smart               | 170.00          | 0.00          | 170.00          |
| Bury Trust               | 06/05/2021 | Bury Trust                      | Bury Trust               | 750.00          | 0.00          | 750.00          |
| Information Commissioner | 20/05/2021 | Maintenance Annual Subscription | Information Commissioner | 35.00           | 0.00          | 35.00           |
| <b>Total</b>             |            |                                 |                          | <b>4,700.63</b> | <b>488.00</b> | <b>5,188.63</b> |

## Receipts

| Code            | Date       | Description           | Supplier                            | Net              | VAT         | Total            |
|-----------------|------------|-----------------------|-------------------------------------|------------------|-------------|------------------|
| 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           |
| Parking Permits | 15/04/2021 | Parking               | Groves                              | 5.00             | 0.00        | 5.00             |
| Parking Permits | 15/04/2021 | Parking               | J Evans                             | 5.00             | 0.00        | 5.00             |
| Parking Permits | 16/04/2021 | Parking               | Welbury                             | 5.00             | 0.00        | 5.00             |
| Allotment Rents | 04/05/2021 | Allotment rent        | W Hill                              | 40.00            | 0.00        | 40.00            |
| Allotment Rents | 04/05/2021 | Allotment rent        | Kate Carpenter                      | 38.00            | 0.00        | 38.00            |
| <b>Total</b>    |            |                       |                                     | <b>21,093.00</b> | <b>0.00</b> | <b>21,093.00</b> |

PIRTON PARISH COUNCIL

MINUTES: 6 May 2021

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

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



## Appendix B – Planning Applications

| Reference      | Detail                                                                                                                                                                                                            |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i 21/00938/FP  | <p><b>Land off Burge End Lane, Pirton</b></p> <p><i>Erection of hay barn</i></p> <p>Comments to Andrew Hunter by 20 May 2021</p>                                                                                  |
| ii 21/01273/FP | <p><b>Pirton Hall, Shillington Road, Pirton</b></p> <p><i>Conversion of redundant barn to create one 2-bed dwelling including creation of vehicular access.</i></p> <p>Comments to Simon Ellis by 20 May 2021</p> |

## Planning Decisions (for information only)

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

## Appendix C - RecDev Working Group Report

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

1. The Working Group has met formally 20 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

**New pavilion**

2. There are 3 key options that have been considered for the new pavilion design:
  - A single-storey building with pitched roof
  - A two-storey building with sloping roof
  - A fall-back option (hybrid) of a limited new build shower and toilet block adjacent to the existing building (if insufficient funding is raised)
3. A further option of re-furbishing the existing building has been considered but is not favoured having considered the implications (eg lack of damp proof course or insulation in the floor slab), cost and cost risks.
4. 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 and fees
  - Two storey £750k plus prelims
  - Fall back (Hybrid) £200k to £250k, plus costs for existing building
5. The preferred option is the single storey replacement building. Although the fallback option appears to be considerably cheaper there are concerns that this cost would escalate for bringing the existing building up to the required standard.
6. It is proposed that a target cost of up to £600k is used for the project, with a view that the overall cost may be in the range £600-650k.
7. 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
8. The Summer Fair (10<sup>th</sup> July) is an opportunity for engaging villagers in the proposals. It is proposed that a stall be used to publicise the project and start the engagement and assessment of Villager's views.
9. The Working Group propose to produce a document that pulls all of the information together as a Development Project Plan which will complete this phase of the work.
10. The three key issues going forward if the PPC accept the proposed Development Project Plan are:
  - Organisation/governance arrangements for the next phase
  - Securing the funding
  - Achieving sufficient support from Villagers
11. On the first of these, two draft documents have been circulated and views from the Rec Dev Working Group on these will be submitted in a separate document.
12. Views of how the funding may be secured will be included in the Development Project Plan.
13. The PPC will need to consider how it will judge whether there is sufficient support from Villagers to proceed, particularly if significant funding is raised by a PPC secured loan.
14. 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