

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held on 12 August 2021 at Pirton Village Hall at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

Cllr J Rogers (Chair), Cllr S Maple, Cllr M Parkin

In attendance:

Mr Edward Roberts (Parish Clerk)



21-75 To receive and accept apologies for absence.

Apologies for absence had been received from Cllrs Burleigh, Goodman and Rowe. The Clerk confirmed that the meeting was quorate.

21-76 Public Participation

Cllr Claire Strong and 4 members of the public were present. Matters raised from the floor were the overgrown state of the Priors Hill/Broadway Walk path, litter picking timings when the weekly bin collections take place and the parking of commercial vans and vehicles around the village. Other topics were Wright's Farm and speed cameras.

It was agreed that Steve Kitchiner should be asked to strim the path. Litter picking could not always correspond to bin collection days as the street cleaner had his own schedule and the bin emptying was not consistent in its timing. There was little the Parish Council could do to regulate parking.

Wright's Farm was addressed later in the meeting.

On speed cameras, there was some discussion over the provision and loan of portable devices under the DriveSafe scheme. More volunteers were needed as each team needed a leader + 3 members.

21-77 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.

21-78 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 8 July 2021 as a true and accurate record.

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

21-79 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as at 31 July 2021: Unity Trust Account £63,330.43.
- b. It was **RESOLVED** that payments totalling £1070.68, as detailed on the monthly Finance Statement (Appendix A) be made.

21-80 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 Clerk updated the Council following correspondence with the external auditors PKF Littlejohn. They considered that a repayment of VAT to HMRC should have been 'netted off' against receipts, rather than shown as a separate item of expenditure.

The Public Rights period had ended on 23 July 2021 with no requests to view the accounts.

Interest had been expressed by Offley and Lilley Clerks in the speed surveys and petitions produced for Pirton and the relevant documents had been sent to them.

An email had been received regarding vehicles using the emergency gate from Drovers Way onto Hambridge Way. While this was not illegal (the bridleway status ends before the gate) it was considered unsafe. Cllr Rogers would engage with the site manager, as it was thought that the gate should be for emergency vehicles only.

21-81 To receive the RecDev Working Group report

Cllr Maple had previously circulated the report (Appendix C) which he went through, highlighting the main points. It was agreed that an open meeting, probably at the PSSC, should be held to gauge opinion on the project.

21-82 Planning

- a. To consider Planning Applications (Appendix B). The only application on the list had been withdrawn prior to the meeting.
- b. To receive an update on the local plan. Once the Local Plan is adopted there will need to be a review of the Pirton Neighbourhood Plan to ensure 'general conformity'.
- c. To receive an update on Cala Homes. Cllr Burleigh was in contact with Cala over the Cala Travel Plan, with a view to getting their support for a bus stop.
- d. To receive an update on Spitfire Homes. Nil
- e. To receive an update on Blakeney Homes. There had been a complaint about noise and hours of work on Saturdays. Cllr Maple had been in touch with Blakeney and had received a reply. Cllr Rogers had received a reply from NHDC and had forwarded this to the complainant.
- f. To consider the situation with regard to Wrights Farm. There was much discussion over the situation regarding the planning appeal. There appeared to be various inconsistencies in the appeal document obtained under a FoI request by Cllr Parkin. Cllr Strong confirmed that it would be a written appeal to the inspector, but that no person had yet been appointed and no date set. She confirmed that comments could be submitted prior to the appeal, but that the appeal would only consider the matters relevant to the original refusal.

21-83 To receive updates on Pirton road safety issues, including speed limits.

The reinstatement of white lines and the re-marking of junction signage was discussed. Cllr Parkin spoke about 'horizontal' traffic calming methods available.

21-84 To co-opt Stephen Bright as a member of the Parish Council.

This item was deferred to September.

21-85 To receive an update from the Communications Working Group.

Cllr Parkin spoke on the training already received for the "village" website. Details are at Appendix D. The 'go live' date is hoped to be 18 September 2021. There will be a stall at the Welcome to Pirton event.

- 21-86 To receive an update from the Arboreal Working Group.**
Cllr Parkin confirmed that the trees would be available in October/November and that further details would be forthcoming nearer the time.
- 21-87 To approve the proposed clearing of the ditch on Walnut Tree Road by Mr Tom Gammell and a group of volunteers.**
Cllr Rogers confirmed that Historic England had no problem with the ditch clearance, either by hand or by use of a modern digger. It was **AGREED** that this work should go ahead. Cllr Rogers was to liaise with Mr Gammell, who was to produce an invoice for the hire of a skip. Timing should be the end of September, early October, to allow wildflowers and grasses to die back.
- 21-88 To discuss participation in the Welcome to Pirton event on 18 September 2021.**
The Clerk confirmed that a table had been booked for 18 September. Cllr Rogers was to contact the organiser for timings.
- 21-89 To approve amendments to the following documents:**
a. Social Media and Electronic Communication Policy Doc 016. **APPROVED** by all.
- 21-90 To receive reports on the following:**
a. Parish Paths Partnership (P3). Steve Kitchiner to trim the Priors Hill/Broadway Path.
b. S106 Projects. Cllr Burleigh's points to be an agenda item for September.
c. Village Environment. Thanks were minuted to all those who had assisted in the painting of the rails at Blacksmiths pond. Cllr Burleigh had produced drafts for "No Parking" leaflets. Cllr Maple raised safety issues with the zip wire and it was agreed that Setter should be asked to quote for any repairs necessary. He would action this. There was also the matter of clearing the ditch on the south side of the Recreation Ground to avoid further flooding. Steve Kitchiner was to be tasked and might need third party assistance from a contractor.
d. Bury Trust. Nil
e. Village Hall. The hall intended to hold a village event, using some of the Covid grant received. Cllr Parkin would circulate the committee's minutes.
- 21-91 To suggest items for the next meeting of the Parish Council to be held on Thursday, 9 September 2021 at Pirton Village Hall at 7.45 pm.**
a. Cllr Maple stated that the VAT meeting between the PSSC and the Parish Council would take place on 7 September at 7.45pm. The Clerk was to book the Pumpkin Room.
b. Consider the production of a 'Year in the Life of a Pirton Parish Councillor' document.
c. Can the relationship between Wild About Pirton and the Parish Council be made official?

Meeting Closed: 21.49 pm.

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDev Working Group Report

Appendix D – Communications Working Group Minutes

Signed: _____

Dated: _____

Appendix A – Monthly Finance Statement

Pirton Parish Council

Bank Reconciliation at 31/07/2021

Cash in Hand 01/04/2021			51,563.00
ADD			
Receipts 01/04/2021 - 31/07/2021			27,794.37
			79,357.37
SUBTRACT			
Payments 01/04/2021 - 31/07/2021			13,026.94
A	Cash in Hand 31/07/2021		66,330.43
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2021	0.00
	Pirton Parish Council Unity Trust	31/07/2021	66,330.43
			66,330.43
	Less unrepresented payments		0.00
			66,330.43
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		66,330.43
	A = B Checks out OK		

Signed: _____ Dated: _____

Payments

Code	Date	Description	Supplier	Net	VAT	Total
Website/IT	12/08/2021	Neighbourhood Plan Website	Jonty Wild	17.50	3.50	21.00
Street Cleaner	12/08/2021	Bin Rental	Pirton Sports and Social Club	140.00	0.00	140.00
Salary	12/08/2021	Salary	Edward Roberts (Clerk)	509.08	0.00	509.08
Room (Office Expenses)	12/08/2021	Expenses	Edward Roberts (Clerk)	30.00	0.00	30.00
Telephone	12/08/2021	Expenses	Edward Roberts (Clerk)	20.00	0.00	20.00
Postage & Mileage	12/08/2021	Expenses	Edward Roberts (Clerk)	16.20	0.00	16.20
Tax	12/08/2021	Tax & Employers NI	HMRC Clerk's Tax	127.40	0.00	127.40
Room Hire	12/08/2021	Room Hire	Village Hall	37.00	0.00	37.00
Street Cleaner	12/08/2021	Street Cleaning	Tony Smart	170.00	0.00	170.00
			Total	1,067.18	3.50	1,070.68

Receipts

Nil

Signed: _____

Dated: _____

Appendix B – Planning Applications

Reference	Detail
i 21/02056/FP	<p>30 Shillington Road, Pirton</p> <p><i>Change of use of existing agricultural land to residential garden.</i></p> <p>Comments to Andrew Hunter by 7 August 2021 (extended to 13 August)</p> <p>Withdrawn 6 August 2021</p>

Planning Decisions (for information only)

Reference	Detail
i 21/01549/FPH	<p>33 Bunyan Close, Pirton</p> <p><i>Single storey front/side extension following demolition of existing side elevation lean-to</i></p> <p>Permission granted 8 July 2021</p>
ii 21/01004/FPH	<p>Priors Court, 1 Priors Hill, Pirton</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>Permission granted 13 July 2021</p>
iii 21/00991/FP	<p>15 Shillington Road, Pirton</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 (as amended by plans received 13/07/21)</i></p> <p>Permission granted 26 July 2021</p>
iv 21/01828/FPH	<p>5 Pollards Way, Pirton</p> <p><i>Two storey side and single storey rear extension following demolition of existing side elevation extension, and open front porch. Provision of vehicular access to property via dropped kerb and vehicle crossover</i></p> <p>Permission granted 3 August 2021</p>

Appendix C - RecDev Working Group Report

RecDev Working Group report to PPC 12 August 2021

1. The Working Group has met formally 24 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. The work for this phase of work is nearing completion. As required by the remit the Development Project Plan is being written up for presentation to the PPC.
3. The draft report is currently taking a conservative view on the likely costs, depending on what is included in scope eg storage, car parking, remedial work to the access road, possible new cess pit/alternative drainage. The cost is suggested as being in the range £600k - £700k.
4. Costings to date have been fairly basic. The group is likely to recommend that a detailed cost report is produced following the concept design completion. This is likely to cost around £4k and will give confidence for funding applications, and for the PPC.
5. The Working Group recommends that the process of supplying an initial pack to gauge the likelihood of receiving a grant is used for all potential funding bodies.
6. The PSSC reopening was used to present some information on the proposals and seek views from villagers. 21 responded requesting their views of support (or otherwise). All 21 were supportive (although this of course wasn't necessarily representative of the village in total).
7. The Summer Fair on the 4th September is a further opportunity for engaging villagers in the proposals. A stall has been booked for the PPC to publicise the project and start the engagement and assessment of Villager's views (as well as other matters such as recruitment of Councillors).
8. It is proposed that an open session is held to explain the proposals and seek villagers' views. A date of 10th September was pencilled in for this, but the PSSC may now be holding a Candlelight picnic that night. A later date in September may therefore be proposed.
9. The key issues going forward if the PPC accept the proposed Development Project Plan are:
 - Securing the funding
 - Achieving sufficient support from Villagers
10. There will be a further "chicken and egg" funding issue for the next phase, with the need to raise sufficient funds to carry out the next stage of design.
11. The PPC agreed that Jill Rogers will join the group for the next phase of work. A new remit will be required, and a draft will be suggested by the Working Group.
12. 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.
13. The PPC is requested to:
 - a. NOTE the contents of this update.
 - b. AGREE that an open meeting be held to engage villagers in the proposals, and seek their views
 - c. PROVIDE any comments or direction on the matters contained in this update.

Simon Maple

Appendix D – Communications Working Group Minutes

July 23rd - minutes from Matt Porter training plus next steps - CWG meeting

Updated Thursday 8th June after call with Matt Porter

Attendees:

Marilyn Parkin, Amanda Goodman, Vivian Tyler

Apologies: none

On Weds 21st July the CWG had c. an hour's training via Google meet, as how to become the new Pirton website's administrators. 2 step by step guides had previously been provided by Matt Porter to help us.

Access to the new website is <https://mattporter.info/ness/>

Next steps were as follows -

1. MP to set up access to website for the four key administrators - done and all administrators have received their log in credentials to set up with Elementor
2. Matt/Ness Porter to add Access rights plugin for us to then create the group/club administrator levels so that these new admins can only access their pages to amend
3. Matt/Ness to add WordFence for when the website goes live to add extra security
4. Pirton.org is the domain and it will be sited on Matt Porter's server
5. Matt/Ness to create quick "how to guides" on 1) uploading images etc in Elementor media library , 2) how to add or manage events on the front page. Would you also include step by step guide as to how to log in to Elementor and how to add/remove a button
6. Helen to source Pirton logo for website - this was done and it now is showing correctly
7. Add "prerequisites" to the beginning of the "Instructions of how to add your new page link to clubs/facilities buttons images" (as you have to remember to have 1) ? published the page 2) copied the link ready to paste into the link option field
8. Also, at the end of the "how to add new page link..." would you add a quick note as to the Appearance menu option where you can move a page's hierarchy to either appear as a "header page" or a lower page.
9. Amanda to send a separate email re: payment/invoicing.

Helen Hofton subsequently has successfully set up a new page for a club/ society - well done to Helen!

Amanda to chase Matt Porter re: other points w/c 09/08/21 and get in contact with other members of the Working party