

# Pirton Parish Council



Minutes of Pirton Parish Council Meeting held on 9 September 2021 at Pirton Village Hall at 7.45 pm

[www.pirtonparishcouncil.org.uk](http://www.pirtonparishcouncil.org.uk)

**Present:**

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

**In attendance:**

Mr Edward Roberts (Parish Clerk)



**21-92 To receive and accept apologies for absence.**

Apologies for absence had been received from Cllr Faye Frost and Cllr Goodman. These were **APPROVED**.

**21-93 Public Participation**

Cllrs Claire Strong and David Barnard attended. No members of the public were present.

**21-94 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.

**21-95 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 12 August 2021 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 12 August 2021, be approved as a true and accurate record of the proceedings and be duly signed.

**21-96 a. To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

Bank account as at 31 August 2021: Unity Trust Account £65,264.75. It was **RESOLVED** that payments totalling £4809.48, as detailed on the monthly Finance Statement (Appendix A) be made.

**b. To receive a report on the VAT meeting between the Parish Council and Pirton Sports & Social Club, held on 7 September 2021.**

Cllr Maple summarised the outcomes of the meeting and actions required. It was agreed that HMRC should be asked to reduce the amount outstanding by 25%, taking into account current circumstances. In essence, the PSSC had agreed to payments of £6k and £2k, with the Parish Council paying the remainder. Should a reduction from HMRC be forthcoming, then the figures would reduce pro rata. Proposed by Cllr Burleigh, seconded by Cllr Rogers, that the outcome of the meeting and these figures should be accepted. **AGREED** by all present.

A further motion, proposed by Cllr Burleigh, seconded by Cllr Rogers, that any VAT repayment monies from the PSSC should be by cheque made out to HMRC, with the Parish Council's VAT reference on it, was **CARRIED**.

**21-97 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. He pointed out that the insurance renewal premium was higher as it now included the new playground equipment at the Recreation Ground.

The external audit report had been received from PKF Littlejohn and published in accordance with the regulations. There were two minor observations that would be taken into account for next year's audit.

Affinity Water had offered a presentation on their plans for a nitrate extraction plant at their Oughtonhead works. A date of 28 September 2021 was agreed for this, which would be an electronic meeting.

Concern had been expressed over the lack of progress filling in potholes on the Great Green track. Cllr Rogers continued to liaise with the residents and it was hoped that work would start soon.

A comprehensive email had been received from Cllr David Barnard on road safety issues. This had been circulated to all Council members and Cllr Barnard spoke about some of the aspects at the meeting.

**21-98 To receive the RecDev Working Group report**

Cllr Maple had previously circulated the report (Appendix C) which he went through, highlighting the main points. He also passed round copies of the suggested project timetable, which showed the key dates. He spoke on the funding required and the probable points at which a funding shortfall would appear. Part of the problem was that any grant funding would not be payable prior to completion of the project. Stage payments would be required for the build. Exact costings would not be available until detailed drawings had been prepared. The current concept design is just that.

**21-99 Planning**

- a. To consider Planning Applications (Appendix B). The extra houses at 17 Walnut Tree Road had received permission at the planning meeting on 2 September 2021. Cllrs Burleigh and Rowe spoke on the other two applications under consideration and would produce a form of words for the planners. Archaeology was a main consideration in both cases and the Walnut Tree Farm application was outside the development boundary.
- b. To receive an update on the local plan. No further progress.
- c. To receive an update on Cala Homes. Other than possible concerns over water pressure, there was nothing to update.
- d. To receive an update on Spitfire Homes. Nil
- e. To receive an update on Blakeney Homes. This had largely been covered under Planning. Cllr Rowe raised the matter of Footpath 005, currently temporarily diverted round the site. He had written, but was still waiting for a response.
- f. To consider the situation with regard to Wrights Farm. It was agreed that the Clerk should write to HCC about the state of the footpath and overgrown meadows, asking for them to be cut. A similar letter had been sent in 2020. Cllr Parkin had reported this as a fault on the HCC website.

**21-100 To receive updates on Pirton road safety issues, including speed limits.**

Cllr Barnard had circulated an email with relevant updates. He advocated a national speed limit of 40mph on unclassified roads and suggested that residents write to their local MP. It was agreed that the Clerk should do this on behalf of the Parish Council. DriveSafe was now in place, although there had been problems with the equipment during the training sessions already held.

- 21-101 To co-opt Stephen Bright as a member of the Parish Council.**  
Proposed by Cllr Burleigh, seconded by Cllr Rowe, that Stephen Bright be co-opted onto the Parish Council. **AGREED** by all present.
- 21-102 To receive an update from the Communications Working Group.**  
Cllr Goodman had previously circulated the minutes, but was not present to speak. A copy is at Appendix D.
- 21-103 To receive an update from the Arboreal Working Group.**  
There had been no change from previous reports.
- 21-104 To receive reports from asset inspections and consider any necessary actions.**  
The picnic benches at the Recreation Ground had been painted and the Parish Council wished to thank the resident responsible. Cllr Maple would supply the details for a letter of thanks to be sent.
- The showers at the Sports & Social Club had effectively been condemned and the water quality in the toilets was questionable. The kitchen had a direct mains supply of potable water. It was agreed that this should be discussed in October. It was suggested that the Club had a sample of the water tested.
- Cllr Parkin went through her report in detail. It was agreed that a community village day for maintenance should be organised. This would be discussed in October.
- 21-105 To review Section 106 monies available and consider how best to utilise them.**  
Up to date figures were required and this item was carried forward to October.
- 21-106 To discuss the production of a “Year in the Life of a Pirton Parish Councillor” document.**  
In the absence of Cllr Goodman, this was carried forward to October.
- 21-107 To approve a partnership between the Parish Council and Wild About Pirton and consider what areas this might cover.**  
In the absence of Cllr Goodman, this was carried forward to October.
- 21-108 To consider a pond clearing exercise to reduce vegetation in and around Blacksmiths Pond.**  
This item was carried forward, to be linked to a community action day. It was agreed that work was needed on the pond to cut back vegetation and that this should ideally take place in the Spring.
- 21-109 To receive reports on the following:**
- Parish Paths Partnership (P3). Cllr Rogers would check with Steve Kitchiner to see if the Driftway had been strimmed. Cllr Rowe reported that the replacement bollards on Shillington Road were not considered to be a priority by Highways and he was still waiting for a positive response.
  - S106 Projects. See item 21-105. Cllr Burleigh welcomed the £5k from Blakeney Homes now that planning had been granted for the extra two houses.
  - Village Environment. Nil at present.
  - Bury Trust. The next meeting was scheduled for October, when the new bench and thistles on the Bury would be discussed. The annual inspection was due on or about 24 October 2021.
  - Village Hall. The AGM was held in August. Blinds had been purchased for the bar and S106 monies were to be used to put a window in the kitchen and for an extra door.

**21-110 To suggest items for the next meeting of the Parish Council to be held on Thursday, 14 October 2021 at Pirton Village Hall at 7.45 pm.**

Cllr Maple raised the approval of the cost assessment for the new pavilion and approval for the pre-app planning application.

**Meeting Closed: 22.33pm.**

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 31/08/2021**

Cash in Hand 01/04/2021			51,563.00
<b>ADD</b>			
Receipts 01/04/2021 - 31/08/2021			27,799.37
			79,362.37
<b>SUBTRACT</b>			
Payments 01/04/2021 - 31/08/2021			14,097.62
<b>Cash in Hand 31/08/2021</b>			<b>65,264.75</b>
(per Cash Book)			
Cash in hand per Bank Statements			
Petty Cash	31/08/2021	0.00	
Pirton Parish Council Unity Trust	31/08/2021	65,264.75	
			<b>65,264.75</b>
Less unrepresented payments			0.00
			65,264.75
Plus unrepresented receipts			0.00
<b>Adjusted Bank Balance</b>			<b>65,264.75</b>

**A = B Checks out OK**

Signed: _____ Dated: _____
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## Payments

<b>Code</b>	<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Audits	09/09/2021	External Audit	PKF Littlejohn	300.00	60.00	360.00
Insurance	09/09/2021	Insurance renewal	Came & Company	2,174.45	0.00	2,174.45
General Maintenance	09/09/2021	Blacksmiths Pond - Paint	Simon Maple	73.00	0.00	73.00
Salary	09/09/2021	Salary	Edward Roberts (Clerk)	509.28	0.00	509.28
Room (Office Expenses)	09/09/2021	Expenses	Edward Roberts (Clerk)	30.00	0.00	30.00
Telephone	09/09/2021	Expenses	Edward Roberts (Clerk)	20.00	0.00	20.00
Postage & Mileage	09/09/2021	Expenses	Edward Roberts (Clerk)	26.15	0.00	26.15
General Maintenance	09/09/2021	Expenses	Edward Roberts (Clerk)	38.40	0.00	38.40
Tax	09/09/2021	Tax & Employers NI	HMRC Clerk's Tax	127.20	0.00	127.20
Newsletter	09/09/2021	Newsletter Printing	Form IT	605.00	0.00	605.00
Room Hire	09/09/2021	Room Hire	Pirton Sports and Social Club (PSSC)	36.00	0.00	36.00
Village Greens	09/09/2021	Village Greens Grass	Andrew Burton	640.00	0.00	640.00
Street Cleaner	09/09/2021	Street Cleaning	Tony Smart	170.00	0.00	170.00
				<b>4,749.48</b>	<b>60.00</b>	<b>4,809.48</b>

## Receipts

Nil

Signed: _____
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Dated: _____
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## Appendix B – Planning Applications

Reference	Detail
i  21/01392/FP	<p><b>Land to rear of 17 Walnut Tree Road, Pirton</b></p> <p><i>Erection of ten dwellings comprising of two 2-bed, four 3-bed, one 4-bed and three 5-bed dwellings with associated garaging and landscaping including creation of new vehicular access off Walnut Tree Road. Revised drainage information.</i></p> <p>Comments to Tom Rea by 15 September 2021</p> <p><b>Settled and permission granted at planning meeting 7 September 2021</b></p>
ii 21/02414/FPH	<p><b>Springfields, Bury End, Pirton</b></p> <p><i>Single storey side and rear extensions, insertion of rooflights to existing front and rear elevation roofslopes, insertion of window to existing side elevation and erection of detached garage following demolition of existing detached garage</i></p> <p>Comments to Tom Rea by 17 September 2021</p>
iii 21/02604/FPH	<p><b>Walnut Tree Farm, Walnut Tree Road, Pirton</b></p> <p><i>Erection of detached garden shed/greenhouse</i></p> <p>Comments to Alex Howard by 1 October 2021</p>

**Planning Decisions** (for information only)

Reference	Detail
i 21/01942/PNQ	<p><b>West Lane Farm, West lane, Pirton</b></p> <p><i>Conversion of existing barn into four 2-bed dwellings (re-submission of previous application 21/01645/PNQ withdrawn 22.06.2021).</i></p> <p><b>Prior approval permission refused on 18 August 2021</b></p>
ii 21/01769/FP	<p><b>Pirton Post Office, 63-65 High Street, Pirton</b></p> <p><i>Single storey rear extension following demolition of existing single storey rear extension.</i></p> <p><b>Permission granted 3 September 2021</b></p>



## Appendix C - RecDev Working Group Report

**RecDev Working Group report to PPC 9 September 2021**

1. The Working Group has met formally 25 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. The plan is to provide it for the PPC meeting on 7<sup>th</sup> October, allowing an initial discussion, and for the PPC to consider the plan and approve it (or not) at the meeting on the 11<sup>th</sup> November.
3. An indicative Level 1 plan for the project is attached.
4. Costings to date have been fairly basic. The group will recommend that a detailed cost report is produced following the concept design completion. This is likely to cost £2-4k and will give confidence for funding applications, and for the PPC.
5. The Concept design work is sufficiently detailed for a Planning pre – application, and the Working Group will be recommending that this is actioned to give early views of any sensitivities with the proposed plans. The cost is expected to be around £500.
6. 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. This activity can commence in earnest in late 2021, early 2022.
7. The Summer Fair on the 4<sup>th</sup> September was a useful opportunity for engaging villagers in the proposals. A PPC stall enabled the display of the concept design, and Charlotte Fausset (the architect who created the plans) was there to answer questions. There was a lot of interest, and considerable positive feedback.
8. An open session is being held to explain the proposals and seek villagers' views on 10<sup>th</sup> September. Charlotte will be there again to answer questions, and via her laptop, will be able to show details of the plans.
9. 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. It is estimated that an additional £10-25k will be required by April 2022 (assuming that a further £5k is provided in the PPC annual budget, as in 2021).
10. 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
11. 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

## Appendix D – Communications Working Group Minutes

**Sept 7<sup>th</sup> 2021 - CWG meeting minutes from 24<sup>th</sup> August**

Attendees: Amanda Goodman, Vivian Tyler, Helen Hofton

Apologies: Marilyn Parkin

On Tuesday 24<sup>th</sup> August the CWG got together with laptops/ipads and worked through Matt Porter's training step-by-step guides to work out how to create the various web pages for the societies/clubs/organisations which do not have their own dedicated website, and who will be available to be viewed on the new Pirton website.

We successfully managed to set a couple of pages up at the meeting, with Viv looking at how she can manage the events calendar on the Home page.

Subsequently Helen has set up all the required pages, bar the Walking Group club which Amanda will look to do. Thanks very much to Helen who has done a sterling job.

As per the minutes of the last PC meeting, we are looking to launch this website at the "Welcome to Pirton" event on September 18<sup>th</sup>. In order to do that, we need the domain linked to the new website and all pages to be checked and amended as required.

If other Parish Councillors wish to view the new website as it is currently stands, then please use the following URL: <https://mattporter.info/ness/>

Next steps were as follows:

1. Matt Porter to respond to an email sent by AG regarding the need to link the Pirton.org domain to the website to launch for the 18<sup>th</sup> September and also asking him to send an invoice for payment for both the balance of the website creation and the training (a total of £200)
2. AG to check with Matt Porter hosting costs of this website on his secure server
3. VT to set up (as much as possible with information that she has available) events for Event table
4. AG to check the following
  1. 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
  2. Matt/Ness to add WordFence for when the website goes live to add extra security
  3. Matt/Ness to create quick "how to guides" on 1) uploading images etc in Elementor media library , 2) and how to add/remove a button
  4. 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
5. CWG to confirm how to present the website at the Welcome to Pirton event
6. CWG to work out how best to manage on going changes to content