

# Pirton Parish Council



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

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

## Present:

Cllr D Burleigh (Vice-Chair), Cllr A Goodman, Cllr S Maple, Cllr M Parkin

## In attendance:

Nil

---

### 21-163 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from Cllrs J Rogers (Chair), S Bright and N Rowe and from District Cllrs D Barnard, F Frost and C Strong.

The Clerk was isolating, having been identified by NHS Test and Trace as a contact of someone who recently tested positive for Covid-19. Minutes were coordinated by Cllr Burleigh who also chaired the meeting.

### 21-164 Public Participation

No members of the public were present..

### 21-165 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 (items 21-170 and 171), and Cllr Burleigh noted her interest in item 21-173 Neighbourhood Plan.

### 21-166 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 11 November 2021 as a true and accurate record.

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

### 21-167 To confirm and sign the Minutes of the Annual Budget Meeting held on Thursday 25 November 2021 as a true and accurate record.

It was **RESOLVED** that the minutes of the Annual Budget Meeting held on 25 November 2021, be approved as a true and accurate record of the proceedings and be duly signed.

### 21-168 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

Bank account as at 30 November 2021: Unity Trust Account £78,149.63. It was **RESOLVED** that payments totalling £4311.27, as detailed on the monthly Finance Statement (Appendix A) be made. Cllr Burleigh undertook to write to NHDC Planning about ways in which the Parish Council could pay planning fees without using personal credit or debit cards.

**21-169 To receive the Clerk's report.**

In his absence, the Clerk's report was read out by Cllr Burleigh. It 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.

It was noted that Bullards had not charged for the extra cut of the Recreation Ground grass in November, the invoice being merely for the contracted amount.

The Clerk had received a phone call from HMRC regarding the payments already made against the outstanding reclaim amounts. He had explained the situation and a note had been made against the Parish Council's account. No response had yet been received to the letter asking for a 25% discount on the sum owing.

The Clerk had written to F & P Property Management regarding rabbits on the land adjacent to the Recreation Ground. No reply had yet been received. *Post meeting: A reply was sent on 3 December, but was sitting in the Clerk's Spam folder, so remained unread.*

The Clerk would collect the free NHDC tree saplings on 16 December and deliver to Pirton. An offer of surplus paving slabs to improve the footpath at the back of The Baulk had been taken up and they were now stored prior to being laid.

A letter of thanks for the £200 donation had been received from Essex & Herts Air Ambulance.

Councillors agreed that the laying of the donated paving slabs for the Baulk Gardens footpath had to be done properly, avoiding any safety risks. Advice on this would be sought by Cllr Burleigh. Thanks were to be offered to the donor of the slabs.

**21-170 To receive the New Pavilion Working Group report**

Cllr Maple had previously circulated the report (Appendix C) which he went through, highlighting the main points. Four architects had been asked to tender and once rated by the working group, the final choice would go before the February Parish Council meeting. A topographical survey will be required and the working group will liaise with the Clerk regarding quotes.

**21-171 To approve grant funding packs for the new pavilion**

A first draft of the document to go to prospective grant making bodies had been circulated by Cllr Maple. It was yet to be submitted to the pavilion working group. He asked for feedback while the working group concentrates on a further draft to come back to the Council in January.

**21-172 Planning**

- a. To consider Planning Applications (Appendix B). The draft response from Cllrs Burleigh and Rowe to the Water Tower application was agreed. The Clerk would submit as usual. There were no objections to the other applications.
- b. To receive an update on the local plan. Cllr Strong had previously circulated her update, to the effect that the inspector was taking time to review his notes from the hearings. Cllr Parkin reported that the NHDC had contacted the inspector for an update
- c. To receive an update on Cala Homes. Nil
- d. To receive an update on Spitfire Homes. Nil
- e. To receive an update on Blakeney Homes. Nil
- f. To receive an update on Wrights Farm. Cllr Parkin went through her previously circulated report, including her FOI request to the Council.

The meeting noted the position regarding planning permission for West Lane Farm and agreed that Cllr Burleigh should write to the Head of Legal at NHDC to support Cllr Strong's concern that due process had not been followed.

- 21-173 To discuss beginning work to update the Neighbourhood Plan and investigate the possibility of making a small quick change to it to include Wrights Farm, as recommended by our MP.**  
Cllr Burleigh's advice that "quick changes" cannot be made to include new pieces of land for restrictive purposes was accepted. Cllr Burleigh proposed that she do a fuller report for the January 2022 meeting and this was agreed.
- 21-174 To receive updates on Pirton road safety issues, including speed limits.**  
Cllr Parkin referred the meeting to the note she had circulated in advance of the meeting. She continues to attend meetings and the DriveSafe and SID applications are making slow progress. Agreement has been received on the deployment of a PCC Speed Van is a suitable location can be identified. Thanks are recorded to Cllrs Parkin and Goodman for all their efforts on this issue.
- 21-175 To discuss the problem of parked cars on Crabtree Lane.**  
A resident of Crabtree Lane has offered to place a notice on her fence requesting drivers not to park where the bus cannot get by. The meeting agreed that this was a step forward and the Parish Council would look at suitable wording.
- 21-176 To discuss the latest draft licence between Pirton Parish Council and the Pirton Sports & Social Club.**  
Cllr Burleigh had reviewed the licence signed in 2014. While in reality it is a tenancy agreement, regardless of the wording, it clearly sets out the obligations and responsibilities of the parties. Cllr Burleigh proposed that the current agreement remain in force, given that the Pavilion will be closed for re-building in the not too distant future. Work would then commence on a new agreement. This was agreed.
- 21-177 To consider the play area inspection reports and action any requirements.**  
Cllr Maple thought that most of the observations were of a minor nature, apart from the swing chain fittings noted at Item 12 Finding 3, considered to be moderate risk. He suggested that the Clerk be asked to write to Setter on this issue. The rest of the findings should be kept under observation.
- 21-178 To receive an update from the Communications Working Group.**  
An update (Appendix D) had been circulated by Cllr Goodman and was noted. It was also noted that the new village website was now linked to Pirton.org under the relevant facility button.
- 21-179 To receive an update from the Arboreal Working Group.**  
The Clerk is scheduled to collect the trees on 16 December. They will be left in Cllr Burleigh's garden for collection by residents.
- 21-180 To approve the following documents:**
- a. Protocol for Dealing with Developers Doc 017. Cllr Burleigh had gone through this document and no changes were suggested. The document was **APPROVED**.
  - b. Risk Assessments as listed: Cllr Maple will liaise with the Clerk regarding suggested minor changes. Cllr Goodman would look at RA008 in the light of agenda item 21-182. These were otherwise **APPROVED**.
- RA001 - Finance  
RA002 - Street Cleaner  
RA003 - Strimmer  
RA004 - Clean-up Day

RA006 - Play Areas  
 RA007 - Fire (PSSC)  
 RA008 - Pond Work

- 21-181 To discuss actions required for the Community Action Day on 3 April 2022.**  
 It was suggested that the Parish Council newsletter and Facebook page be used to publicise the day and to ask for suggestions from the community as to what they think should be done.
- 21-182 To discuss the work required at Blacksmiths Pond and establish a time frame.**  
 In the absence of Cllr Rogers, there was no further information available about previous work or contacts. Cllr Goodman suggested that Wild About Pirton (WAP) could help to take forward the future care of the pond and to look at any ditch clearing required in the Spring.
- 21-183 To discuss topics for the next newsletter and determine the publication date.**  
 February was agreed for the next issue. Possible topics were Pavilion Fundraising, SIDs and 20mph limit/road safety, Community Action Day, Sewage disposal, more working with WAP and further plans. Copy would need to be with Cllr Maple by the end of the year.
- 21-184 To discuss the draft of a "Year in the Life of a Pirton Parish Councillor" document.**  
 The meeting agreed that the document was good to go. It was agreed that the document should be placed on the PPC website with an appropriate introduction. In addition, the Chariman's message in the next newsletter could have a reference to it. It was noted that it is very much a 'live' document that can be changed as necessary.
- 21-185 To receive the final version of a Memorandum of Understanding between Pirton Parish Council and Wild About Pirton.**  
 The MoU produced by Cllr Burleigh had now been **APPROVED** by both parties. It simply now needs signing.
- 21-186 To receive reports on the following:**
- a. Parish Paths Partnership (P3). Nothing directly to report, Cllr Goodman had noted that there was some overgrowth in parts of Cromwell Way that needed attention. The rubble in Crabtree Lane also needs removing.
  - b. S106 Projects. Nil
  - c. Village Environment. Cllr Parkin raised the issue of ownership of the small "green" known as The Dial. It was agreed that enquiries should be made and in the event of drawing a blank, the Parish Council should seek ownership of it.  
 As the track at Great Green is still not dealt with, and given that the original offers of assistance had not, for good reason, come to fruition, it was agreed that the Parish Council should take control; write to all residents with the Council's offer to contribute to filling in the holes in the track and seek agreement to a contribution from each household, with the Parish Council to organise any work involved. There was also the possibility of arranging a separate Zoom meeting to discuss how to progress with key stakeholders.
  - d. Bury Trust. Cllr Goodman provided an update on the work done to rake up the cuttings from Toot Hill. The Parish Council recorded their thanks to all involved.
  - e. Village Hall. Cllr Parkin reported that the boiler had broken down, the Village Hall leaflet had been updated and the hall had a new website.
- 21-187 To suggest items for the next meeting of the Parish Council to be held on Thursday, 13 January 2022 at Pirton Village Hall at 7.45 pm.**

Signing off on the Grant Pack for the pavilion and a report from Cllr Burleigh on the Neighbourhood Plan.

The meeting wished to record their thanks to David Budd for his assistance on issues relating to cycling and also wished to relay their condolences to the family of District Councillor Paul Clarke.

**Meeting Closed: 9.30 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

Appendix D – Communications Working Group Update

Appendix A – Monthly Finance Statement

Pirton Parish Council

**Bank Reconciliation at 30/11/2021**

Cash in Hand 01/04/2021			51,563.00
<b>ADD</b>			
Receipts 01/04/2021 - 30/11/2021			56,546.70
			108,109.70
<b>SUBTRACT</b>			
Payments 01/04/2021 - 30/11/2021			29,960.07
<b>Cash in Hand 30/11/2021</b>			<b>78,149.63</b>
(per Cash Book)			
Cash in hand per Bank Statements			
Petty Cash	30/11/2021	0.00	
Pirton Parish Council Unity Trust	30/11/2021	78,149.63	
			<b>78,149.63</b>
Less unrepresented payments			
			78,149.63
Plus unrepresented receipts			
<b>Adjusted Bank Balance</b>			<b>78,149.63</b>

**A = B Checks out OK**

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

## Payments

<b>Code</b>	<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
NHDC Inspections	09/12/2021	Playground Inspections	North Herts District Council (NHDC)	100.00	20.00	120.00
Grass Cutting Rec	09/12/2021	Rec Grass Cutting	Bullard & Son	2,278.25	455.65	2,733.90
Salary	09/12/2021	Salary	Edward Roberts (Clerk)	567.92		567.92
Room (Office Expenses)	09/12/2021	Expenses	Edward Roberts (Clerk)	30.00		30.00
Telephone	09/12/2021	Expenses	Edward Roberts (Clerk)	20.00		20.00
Postage & Mileage	09/12/2021	Expenses	Edward Roberts (Clerk)	27.45		27.45
Tax	09/12/2021	Tax & Employers NI	HMRC Clerk's Tax	142.00		142.00
Street Cleaner	09/12/2021	Street Cleaning	Tony Smart	170.00		170.00
Room Hire	09/12/2021	Room Hire	Pirton Sports and Social Club (PSSC)	36.00		36.00
Sports Pavilion	09/12/2021	New Pavilion Planning Pre-app	Edward Roberts (Clerk)	464.00		464.00
			<b>Total</b>	<b>3,835.62</b>	<b>475.65</b>	<b>4,311.27</b>

## Receipts

Nil

Signed: _____
---------------

Dated: _____
--------------



## Appendix B – Planning Applications

	Reference	Detail
i	<b>21/03134/FP</b>	<p><b>Pirton Water Tower, Priors Hill, Pirton</b></p> <p><i>Erection of one detached 4-bed dwelling including creation of vehicular access off Priors Hill following demolition of existing water tower.</i></p> <p>Comments to Tom Rea by 5 December (extended to 12 December 2021)</p> <p><b>Detailed reply objecting on a number of grounds</b></p>
ii	<b>21/03295/FPH</b>	<p><b>5 Danefield Road, Pirton</b></p> <p><i>Single storey rear infill extension and insertion of first floor side elevation window following demolition of existing rear outbuilding</i></p> <p>Comments to Thomas Howe by 24 December 2021</p> <p><b>No objections</b></p>
iii	<b>21/03296/FPH</b>	<p><b>The Almonds, 8a High Street, Pirton</b></p> <p><i>Erection of rear orangery</i></p> <p>Comments to Ben Glover by 25 December 2021</p> <p><b>No objections</b></p>

## Planning Decisions (for information only)

	Reference	Detail
i	<b>21/02673/PNQ</b>	<p><b>West Lane Farm, West Lane, Pirton</b></p> <p><i>Conversion of existing barn into four 2-bed dwellings</i></p> <p>Prior approval given 23 November 2021</p>

## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 9 December 2021**

1. The Working Group has met formally once to date.
2. The initial meeting welcomed new members Jill Rogers and Owain Lister.
3. The structure of the group at this stage is:
  - Members:  
Steve Bright, Rosemary Manders, Simon Maple, Jill Rogers, Nick Rowe, Steve Smith.
  - Co-opted members:  
Peter Cole, Owain Lister, Paul Shadbolt.
4. Simon Maple was elected as Chairman, and Rosemary Manders as Secretary.
5. The key objectives for this next phase of work were:
  - To achieve Planning permission for an acceptable design
  - To raise sufficient funding for the construction

It is intended that this phase of work should conclude by the end of November 2022.
6. Detailed programme activities are attached. The PPC had agreed a funding budget of £8.5k for 2022/23.
7. There had been a delay in paying for the pre-application planning advice but this had been resolved and it is still anticipated that a response will be received in January.
8. Interviews with each of the 4 prospective architects were arranged for 2<sup>nd</sup> and 7<sup>th</sup> December. A set of questions to ask each bidder was concluded.
9. A process for assessing the tenders due by the 17<sup>th</sup> December was agreed – Each member of the group will rate the tenders against the criteria and weightings presented to the PPC on 11<sup>th</sup> November. The group will then meet to discuss the results, and decide if a second stage of assessment is required, which may involve an opportunity for tenderers to present to the group. A recommendation will then be made to the PPC for approval at the 10<sup>th</sup> February PC meeting.
10. As discussed at the last PPC meeting storage will be progressed with application for a Lawful Development Certificate. This would cover the 2x 40 foot containers, but could also include the 20 foot container proposed to be located between the playground and the pavilion. A dead tree would need removing to allow this.
11. Further thoughts on the concept design are that it would be useful to have toilet facilities near the entrance that can be accessed without going into the room/bar area. This will be discussed with the successful architect.
12. The cost estimating work package approved by the PPC on 4<sup>th</sup> October is underway, with an expected completion date of 31<sup>st</sup> December 2021.
13. 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.
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

Attachments:

New pavilion programme activities

**New pavilion – Programme activities**

Level	Activity	Who	Date	Completed
<b>PHASE 1</b>				
2	RDWG approve Dev Plan		4 Oct 21	
2	RDWG submit Dev plan to PPC		12 Oct 21	
2	RDWG approve phase 2 remit		9 Nov 21	
2	Produce tender process for phase 2		9 Nov 21	
2	Select phase 2 tenderers		9 Nov 21	
2	PPC approve Dev Plan	PPC	11 Nov 21	
2	PPC approve phase 2 remit	PPC	11 Nov 21	
2	PPC approve phase 2 tender process	PPC	11 Nov 21	
<b>1</b>	<b>PPC approvals – end phase 1</b>	<b>PPC</b>	<b>11 Nov 21</b>	
<b>PHASE 2</b>				
2	PPC approve pre app submission	PPC	4 Oct 21	
2	PPC approve spend for elemental cost	PPC	4 Oct 21	
2	Submit planning pre-app	CF	5 Nov 21	
2	Send out RfQ for phase 2	PPC	15 Nov 21	
2	PPC approve £5k funding for 2022/23	PPC	30 Nov 21	
2	Receive phase 2 tender bids		17 Dec 21	
2	Written permission for access	SS/OL	31 Dec 21	
2	Confirm FF shower/toilet spec achieved in concept design		31 Dec 21	
2	Receive cost estimates		31 Dec 21	
2	Produce list of potential funders		31 Dec 21	
2	Produce pack for initial funding bids		31 Dec 21	
2	Consult with potential users		31 Jan 22	
2	PPC approve initial funding bid submissions	PPC	13 Jan 22	
2	PPC approve initial funding bids	PPC	13 Jan 22	
2	Receive pre-app advice		31 Jan 22	
2	Assess tenders & recommend award		1 Feb 22	
2	PPC confirm additional funding (£8-25k) available for phase 2	PPC	10 Feb 22	
2	PPC approve phase 2 contract award	PPC	10 Feb 22	
<b>1</b>	<b>PPC appoint phase 2 architect</b>	<b>PPC</b>	<b>11 Feb 22</b>	
2	Submit initial funding bid submissions	PPC	28 Feb 22	

## Appendix D – Communications Working Group Update

CWG update 2<sup>nd</sup> December 2021

Since the last update the CWG have carried out the following actions

1. The balance invoice for the web creation and Jet pack has been received and paid
2. Matt Porter has set up access for Anton Jungreuthmayer (Film Club now known as Pirton Picture House), Penny Picken (Craft Group and Thursday Group) and Lara Turner (Pumpkin Club) to manage their respective web pages – these have been emailed via AKG to each respectively
3. Email discussion was had by all to agree not to go down the “Pro” plug in at another £22 a year because the new administrators are all very proficient with IT and should they have any queries, the CWG would be able to help advise them in the first instance, and go to Matt Porter if necessary
4. Simple “how to guide” of how to access the website in order make amends to the any of the web pages, plus media library management have been created for all those involved in maintain the website
5. James Hofton has created “Out and About” new page using the current template and has, with Helen Hofton’s help, uploaded pdf’d versions of various walks that can be done from and around the village
6. Residents’ photos have begun to be shown on the sliders at the top of each page rather than the original photographs
7. AKG and MP agreed that they would meet in the New Year to go through a quick update of how to amend the website
8. Reminder that CWG have agreed that there is to be no advertising as VT contacted by someone to see if they could promote their business on the website. CWG have agreed that the Pirton Website Policy for advertising is that it does not allow business promotions, only village events that are either Village Annual events or those listed within the monthly Parish Magazine

## Outstanding actions:

1. HH to contact Beavers, Chapel Tea rooms, Walking Group, Village Shop and Table Tennis club to let them know that if they wish to make any amendments to their pages, now that the website is up and running, to contact us with their required changes – as agreed will be in January
2. Matt Porter has given details about how to find out how many people have visited the website so far – AKG to look next month

Note: initial thoughts below about a yearly list of tasks to help maintain the website and keep it current and to ensure future members of the CWG have clear expectations of what needs doing when. To be amended as required throughout the year.

Monthly	Pirton Editor has Parish Mag monthly events and puts these on the Website under the Monthly Calendar of Events page as a pdf link	VT
Ad hoc	Where annual events, such as the Pirton Summer Fair, Pumpkin show etc., communicate their planned dates, these should be updated on the Home Page under the Events Calendar	VT
January and July (biannually)	Send out courtesy email to all clubs and societies (but in particular those who do not have a dedicated website or admin, e.g., Beavers, Chapel Tea Rooms, Walking Group, Village Shop and Table Tennis club, to ask them if there are any minor changes which need to happen, such as updating contact emails and phone numbers	HH
November and May (biannually)	Look to refresh header photographs either with bank of current photographs or asking village residents to send in more	HH
Bimonthly	Send out Facebook messages to promote Pirton Village Website, such as mentioning any updates to any of the pages , or other information as relevant	MP
Bimonthly	Put reminders about the Pirton Village Website in the Parish Magazine, such as mentioning updates to any of the pages, or other information as relevant	VT