

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held on 14 October 2021 at Pirton Village Hall at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

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

In attendance:

Mr Edward Roberts (Parish Clerk)

~~~~~

**21-111 To receive and accept apologies for absence.**

Apologies for absence had been received from Cllr David Barnard. Cllr Rogers had advised that she would be a few minutes late. The meeting was opened by Cllr Burleigh, with Cllr Rogers arriving at about 7.50pm and taking over the Chair.

**21-112 Public Participation**

One member of the public and Cllr Claire Strong were present. The issue raised from the floor was that of dog control in the village, following a dog on dog attack. It was agreed that the Parish Council could publicise the method of reporting such incidents to the police.

**21-113 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, Cllr Bright as a member of the Cricket Club and Cllrs Burleigh and Goodman as members of Wild About Pirton.

**21-114 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 9 September 2021 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 9 September 2021, be approved as a true and accurate record of the proceedings and be duly signed.

**21-115 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

Bank account as at 30 September 2021: Unity Trust Account £81,237.27. It was **RESOLVED** that payments totalling £9,160.48, as detailed on the monthly Finance Statement (Appendix A) be made.

**21-116 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 second tranche of the precept and CTRS grant had been paid on 10 September and the insurers had advised that the premium had been reduced and a refund of about £200 would be forthcoming.

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

A cheque for £6000 had been sent to HMRC, being the sum paid into the Council's account by the PSSC against VAT repayments.

Correspondence had been sent and received on various subjects, including mowing at Wrights Farm, Cllr Barnard's 40mph campaign and HMRC asking for a 25% discount to the monies owing for VAT repayments.

Two new parking permits had been issued for Great Green, which had involved creating another space on the existing plan. The residents concerned were on the list in the Policy Document.

The updated pecuniary interest forms for councillors had been sent to NHDC for publication on their website.

- 21-117 To to agree a date and location for the budget meeting to be held in November.**  
It was agreed that the budget meeting would be held on 25 November 2021 in Pirton village hall, starting at 7.30pm.
- 21-118 To agree to donate £200 to Essex & Herts Air Ambulance.**  
Proposed by Cllr Burleigh, seconded by Cllr Rogers, that £200 be donated to the Essex & Herts Air Ambulance. **AGREED** by all.
- 21-119 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 spoke on feedback received, the expected life of the building and the way forward. Cllr Bright stated that fundraising should start in the very near future.
- 21-120 To approve the preparation of a detailed Elemental Cost Plan for the new Pavilion based on the Concept Design at a cost of £1500.**  
Proposed by Cllr Bright, seconded by Cllr Rogers and **AGREED** by all, that Walker Associates be tasked to prepare a detailed Elemental Cost Plan for the proposed pavilion.
- 21-121 To approve a Pre-application planning submission for the new Pavilion based on the Concept Design at a cost not to exceed £700 (£464 NHDC fee, £200 Charlotte Fausset Design & Access Statement).**  
Proposed by Cllr Rogers, seconded by Cllr Burleigh and **AGREED** by all, that a pre-application planning submission be submitted at a cost not to exceed £700.
- 21-122 Planning**
- a. To consider Planning Applications (Appendix B). Cllr Burleigh had produced a draft submission for the Wrights Farm appeal. All present supported the document, which would be further enhanced prior to submission. Cllr Rowe still had concerns about the development at West Lane Farm and would write to the planners again. It was proposed by Cllr Burleigh, seconded by Cllr Rogers, that the previous response be repeated. Cllr Rowe would pursue the other points. On the Oughtonhead Pumping Station it was agreed that some further questions needed answering by Affinity Water. An extension to the cut off date would be asked for to allow for a response from Affinity Water.
  - b. To receive an update on the local plan. It was unlikely that this would come before full council before the New Year.
  - c. To receive an update on Cala Homes. Cllr Strong questioned which part of the main road into the development would be adopted by Highways. Cllr Burleigh would write to Cala again regarding their Transport & Travel Plan obligations, as well as the bird and bat boxes, the grubbed out hedge and the SUDS.
  - d. To receive an update on Spitfire Homes. Nil. Cllr Burleigh suggested that Spitfire should be asked about bat and bird boxes.

- e. To receive an update on Blakeney Homes. Nothing had been received from Blakeney.
- f. To receive an update on Wrights Farm. Cllr Parkin reported that Pirton residents were being encouraged to write to the inspector regarding the appeal. The Wrights Farm Action Group had contacted the local MP, who had visited. Cllr Parkin intended raising the issue at County Hall under HCC's Climate Emergency policy.

- 21-123 To receive updates on Pirton road safety issues, including speed limits.**  
Cllr Parkin had submitted a FoI request regarding a list of villages earmarked for 20mph limits but had not received a satisfactory reply. Highways were not expecting any road safety issues to be implemented for at least 2 years. It was agreed to submit a camera van request, although there were possible problems over siting on Priors Hill/Hitchin Road. The SID application had been approved in principle and the Transport Needs survey was ongoing.
- 21-124 To discuss the current state of the showers and water quality at the Pirton Sports & Social Club.**  
Cllr Maple reported that the tanks had been flushed and covered, the shower pump replaced and signs put up regarding the non-potability of the water. All was believed to be working now. A grant from NHDC was being pursued.
- 21-125 To discuss the contents of the letter received from the Cricket Club on 31 May 2021, regarding VAT repayments.**  
Cllr Rogers spoke on this. The Clerk was to clarify the exact amount requested from the Cricket Club.
- 21-126 To agree the wording of a draft licence between Pirton Parish Council and Pirton Sports & Social Club.**  
It was agreed that the draft document should now be considered by a qualified legal entity prior to any more revisions being made. Cllr Maple would ask if free advice was available from HAPTC. Proposed by Cllr Rogers and seconded by Cllr Burleigh, that a sum not to exceed £1000 be allocated for this work. **AGREED** by all.
- 21-127 To receive an update from the Communications Working Group.**  
Cllr Goodman reported that the website was now live, but in order to forestall any future problems, Jetpack software was required to provide a regular back-up. Proposed by Cllr Goodman, seconded by Cllr Burleigh that the software be provided at a cost of £4.00 per month. **AGREED** by all. This cost falls within the monies already earmarked for the project.
- 21-128 To receive an update from the Arboreal Working Group.**  
Cllr Parkin reported that the trees from NHDC would be available in November. It was not possible to specify which varieties would be supplied and the saplings would need collecting prior to distribution.
- 21-129 To agree a response to the Local Nature Recovery Strategies document (responses to NALC by 15 October 2021).**  
It was **AGREED** that a Parish Council response was not required.
- 21-130 To discuss the creation of a "Community Village Day for Maintenance" in 2022, to include Parish Council assets and work on Blacksmiths Pond.**  
It was agreed that the Community Day and work on Blacksmiths Pond should be separate events. A date was needed and March 2022 was suggested. Cllr Rogers was to contact a former councillor who had organised a previous clearance day at the pond.
- 21-131 To review Section 106 monies available and consider how best to utilise them.**  
This item was moved to November.

**21-132 To discuss the production of a “Year in the Life of a Pirton Parish Councillor” document.**  
Cllr Goodman hoped to produce a draft document for the next meeting in November.

**21-133 To approve a partnership between the Parish Council and Wild About Pirton and consider what areas this might cover.**  
This would be considered at November’s meeting. A draft Memorandum of Understanding would be produced by Cllrs Goodman and Burleigh.

**21-134 To receive reports on the following:**  
a. Parish Paths Partnership (P3). Nil  
b. S106 Projects. Nil  
c. Village Environment. Parking on verges was still an issue, especially with the ground now getting softer.  
d. Bury Trust. Consent had been gained for the placing of a bench on Toot Hill and a brass commemorative plate had been commissioned. Cattle had damaged some of the fencing and this needed repair.  
e. Village Hall. The bar had been decorated and a successful Quiz Night had been held.

**21-135 To suggest items for the next meeting of the Parish Council to be held on Thursday, 11 November 2021 at Pirton Village Hall at 7.45 pm.**  
  
Cllr Maple stated that three items to move the Pavilion project forward would need approval.

**Meeting Closed: 11.03 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDev Working Group Report

Appendix D – Communications Working Group Minutes

Appendix A – Monthly Finance Statement

Pirton Parish Council

**Bank Reconciliation at 30/09/2021**

|                                   |            |           |                  |
|-----------------------------------|------------|-----------|------------------|
| Cash in Hand 01/04/2021           |            |           | 51,563.00        |
| <b>ADD</b>                        |            |           |                  |
| Receipts 01/04/2021 - 30/09/2021  |            |           | 54,799.37        |
|                                   |            |           | 106,362.37       |
| <b>SUBTRACT</b>                   |            |           |                  |
| Payments 01/04/2021 - 30/09/2021  |            |           | 25,125.10        |
| <b>A Cash in Hand 30/09/2021</b>  |            |           | <b>81,237.27</b> |
| (per Cash Book)                   |            |           |                  |
| Cash in hand per Bank Statements  |            |           |                  |
| Petty Cash                        | 30/09/2021 | 0.00      |                  |
| Pirton Parish Council Unity Trust | 30/09/2021 | 81,237.27 |                  |
|                                   |            |           | <b>81,237.27</b> |
| Less unrepresented payments       |            |           |                  |
|                                   |            |           | 81,237.27        |
| Plus unrepresented receipts       |            |           |                  |
| <b>B Adjusted Bank Balance</b>    |            |           | <b>81,237.27</b> |
| <b>A = B Checks out OK</b>        |            |           |                  |

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

## Payments

| Code                   | Date       | Description            | Supplier                             | Net             | VAT | Total           |
|------------------------|------------|------------------------|--------------------------------------|-----------------|-----|-----------------|
| VAT Reclaimed          | 22/09/2021 | VAT Re-payment         | HMRC VAT                             | 6,000.00        |     | 6,000.00        |
| Website/IT             | 30/09/2021 | Village Website        | Matt Porter Web Design               | 200.00          |     | 200.00          |
| Bank Charges           | 30/09/2021 | Bank Charges           | Unity Trust Bank                     | 18.00           |     | 18.00           |
| Salary                 | 14/10/2021 | Salary                 | Edward Roberts (Clerk)               | 558.08          |     | 558.08          |
| Room (Office Expenses) | 14/10/2021 | Expenses               | Edward Roberts (Clerk)               | 30.00           |     | 30.00           |
| Telephone              | 14/10/2021 | Expenses               | Edward Roberts (Clerk)               | 20.00           |     | 20.00           |
| Postage & Mileage      | 14/10/2021 | Expenses               | Edward Roberts (Clerk)               | 28.80           |     | 28.80           |
| Tax                    | 14/10/2021 | Tax & Employers NI     | HMRC Clerk's Tax                     | 139.60          |     | 139.60          |
| Sports Pavilion        | 14/10/2021 | Sports Pavilion Design | Charlotte Fausset                    | 1,500.00        |     | 1,500.00        |
| Street Cleaner         | 14/10/2021 | Bin Rental             | Pirton Sports and Social Club (PSSC) | 140.00          |     | 140.00          |
| Room Hire              | 14/10/2021 | Room Hire              | Pirton Sports and Social Club (PSSC) | 36.00           |     | 36.00           |
| Street Cleaner         | 14/10/2021 | Street Cleaning        | Tony Smart                           | 170.00          |     | 170.00          |
| Village Greens         | 14/10/2021 | Village Greens Grass   | Andrew Burton                        | 320.00          |     | 320.00          |
|                        |            |                        |                                      | <b>9,160.48</b> |     | <b>9,160.48</b> |

## Receipts

| Code            | Date       | Description            | Supplier                             | VAT Type | Net              | Total            |
|-----------------|------------|------------------------|--------------------------------------|----------|------------------|------------------|
| Precept         | 10/09/2021 | Precept Second Payment | North Herts District Council (NHDC)  | Z        | 20,613.26        | 20,613.26        |
| Grants          | 10/09/2021 | CTRS Second Payment    | North Herts District Council (NHDC)  | Z        | 386.74           | 386.74           |
| Miscellaneous   | 21/09/2021 | VAT Re-payment         | Pirton Sports and Social Club (PSSC) | Z        | 6,000.00         | 6,000.00         |
| Parking Permits | 08/10/2021 | Parking                | Terry Sargent                        | Z        | 5.00             | 5.00             |
|                 |            |                        | <b>Total</b>                         |          | <b>27,005.00</b> | <b>27,005.00</b> |

PIRTON PARISH COUNCIL

MINUTES: 14 October 2021

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

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

Appendix B – Planning Applications

| Reference                            | Detail                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>APP/X1925/W/21<br/>/3274765</b> | <p><b>Wrights Farm, Shillington Road, Pirton</b></p> <p><i>Erection of four dwellings following demolition of existing farmhouse and associated farm buildings (all matters reserved except access) (amended description and plans received on 01/07/20 and 10/07/20).</i></p> <p>Appeal start date 21 September 2021. Comments to Planning Inspectorate by 26 October 2021</p> |
| ii <b>21/02673/PNQ</b>               | <p><b>West Lane Farm, West Lane, Pirton</b></p> <p><i>Prior Approval Class Q Agric to Dwelling : Conversion of existing barn into four 2-bed dwellings</i></p> <p>Comments to Ben Glover by 28 October 2021</p>                                                                                                                                                                 |
| iii <b>21/02768/FP</b>               | <p><b>Oughtonhead Pumping Station, Hitchin Road, Pirton</b></p> <p><i>Upgrade of existing pumping station to provide nitrate removal plant and equipment including change of use of land for operational purposes and all associated works.</i></p> <p>Comments to Ben Glover by 31 October 2021</p>                                                                            |

**Planning Decisions** (for information only)

| Reference | Detail |
|-----------|--------|
| i         |        |
| ii        |        |

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

## Appendix C - RecDev Working Group Report

**RecDev Working Group report to PPC 14 October 2021**

1. The Working Group has met formally 26 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 Concept design work for the new pavilion has been completed, and the design images are attached to this report. They could now be added to the PPC web page.
3. The Development Project Plan (DPP) for the new pavilion has been written up and sent to the PPC. It is proposed that the PPC consider the plan and approve it (or not) at the meeting on the 11<sup>th</sup> November.
4. Some changes have been made to the indicative Level 1 plan for the project that was attached to the last report. These changes allow for 4 months rather than 3 to obtain planning permission, and bring forward the initial grant funding activity. (See DPP Appendices.)
5. Costings to date have been fairly basic. The group has recommended that a detailed cost report is produced and this is an agenda item for the PPC meeting. The cost of this activity has been reduced to £1500, and completion will give confidence for funding applications, and for the PPC.
6. The Concept design work is sufficiently detailed for a Planning pre – application, and this is an agenda item for the PPC meeting. To support the application it is recommended that the Concept design architect (Charlotte Fausset) also provides Design and Access statements. It is expected that NHDC will be able to respond within about 8 weeks.
7. 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.
8. The Open evening held on the 10<sup>th</sup> September allowed villagers to see the Concept design, ask questions on the project, and provide feedback. Along with the Summer fair and the PSSC reopening events nearly 100 people have provided feedback. All feedback has been in favour of the project, and some useful design suggestions have been received. The Working Group believes that this feedback provides confidence for the PPC to continue to progress this project, through to completion.
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 for approval by the PPC at the 11<sup>th</sup> November meeting.
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

CWG meeting minutes from 28<sup>th</sup> September 2021

Attendees:

Amanda Goodman, Vivien Tyler, Helen Hofton

Apologies: Marilyn Parkin

[www.pirton.org](http://www.pirton.org) went live on Saturday 18<sup>th</sup> September, coinciding with the “Welcome to Pirton” event. The village hall projector was used to project a filmed simulation of how you can navigate through the various pages of the website, and there was also a table where several of the photographs sent by village residents were on display and were voted on as to which ones were the best to put on the website (at the Header of each main page). Vanessa Cole expressed her thanks for the website on behalf of the Pumpkin club and asked that Jonty Wild’s website be “hidden” so that the new Pirton website can easily be searched for and found online. Jonty was contacted and he has informed us that the original website will expire in October when he “fails” to pay for next year’s hosting and at that point the old website will no longer be online.

During the CWG meeting (28<sup>th</sup> Sept), the following points and actions were discussed

1. AKG to check with Parish Clerk to see if the balance invoice has been received
2. AKG to ask Matt Porter to set up “editor” access for Anton Jungreuthmayer (Film Club now known as Pirton Picture House) and Penny Picken (Craft Group and Thursday Group) plus a nominated person from the Pumpkin club. These should be only able to access and edit their own web pages and no others within the website
  - a. VT and HH will amend the following pages – VT St. Mary’s Church, HH Chapel
  - b. Note that the following pages do not have a direct link to a website, and will need to be maintained on an ad hoc basis as and when required, but until they contact the CWG we will not pursue them for someone to be the editor: Beavers, Village Shop, Chapel Tea Rooms, Walking Group and Table Tennis Club
3. AKG to create a simple Editor “how to guide” of how to access the website in order make amends to these
4. CWG agreed that for other clubs/societies/facilities/services which do not have a dedicated website link, e.g., Beavers, Chapel Tea rooms, Walking Group, Village Shop and Table Tennis club, we will only amend/give editor access if and when they need it – the idea being that the CWG will now only have very limited responsibility for maintaining the content on the website, but will have overall ownership on behalf of the Parish Council
5. CWG to organise the pictures sent in by residents and promote the photographs which had been most voted for at the “Welcome to Pirton” event
6. HH to screen shot the “licence mismatch” message to send to Matt Porter to ask for an explanation
7. AKG to ask Matt Porter if it is possible to find out how many people have visited the website so far
8. AKG to write short article for November Parish Mag about launch of website