

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held on 13 January 2022 at Pirton Village Hall at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

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

In attendance:

Edward Roberts (Clerk)

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**21-188 To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from District Cllr F Frost.

**21-189 Public Participation**

Two members of the public were present, along with District Cllr Claire Strong. The matter raised was the current state of Blacksmiths Pond and what remedial work was needed. The main concern was the ivy and foliage on the far side of the pond which was threatening the existing trees. There was also a need to cut back some of the overhanging trees. The residents were more than happy to assist with the work and thought that generally the pond was in a good condition, supporting a diversity of wildlife. Cllr Goodman agreed to liaise with Wild About Pirton.

**21-190 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.

**21-191 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 9 December 2021 as a true and accurate record.**

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

**21-192 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

Bank account as at 31 December 2021: Unity Trust Account £73,777.67. It was **RESOLVED** that payments totalling £3540.89, as detailed on the monthly Finance Statement (Appendix A) be made.

**21-193 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 reported that the internal audit this year would again be done remotely. The first tranche of paperwork for the 2021-22 audit had been sent off to the auditors and a second batch would be necessary at year's end.

A VAT reclaim had been submitted for the period June to December, totalling £622.75

Setters had been contacted regarding the chain fittings at Colemans Close play area and had promised to send someone to look at them.

The Clerk had delivered letters to all residents of Great Green who used the track suggesting a course of action to fill in the potholes. Responses had been received from a number of residents and these would be collated by the Clerk. They were generally supportive.

**21-194 To receive the New Pavilion Working Group report.**

Cllr Rogers advised the meeting that the public were to be excluded for the discussion of the architects' tenders at Section 4 of the report, disclosure at this time not being in the public interest.

A motion was moved by Cllr Maple to exclude the public from the discussion of the architects' tenders received for the new pavilion. Seconded by Cllr Bright and **AGREED** by all.

Cllr Maple had previously circulated the report (Appendix C) which he went through, highlighting the main points. There had been an obvious front runner from the tenders received and the Council endorsed the recommendation of the Working Group. Proposed by Cllr Burleigh, seconded by Cllr Goodman and **AGREED** by all.

For a topographical survey, the recommendation of the Working Group was endorsed by the Council. Proposed by Cllr Bright, seconded by Cllr Rogers and **AGREED** by all that the lowest quote be accepted.

**21-195 To approve grant funding packs for the new pavilion.**

Cllr Maple had previously circulated the document. He explained the reasons for the informal packs that would be sent out to potential funding sources. Proposed by Cllr Burleigh, seconded by Cllr Goodman, that the document be approved. **AGREED** by all.

**21-196 To confirm IAC Audit as the Parish Council's internal auditor for 2021-22.**

Proposed by Cllr Burleigh, seconded by Cllr Rogers and **AGREED** by all to confirm IAC Audit as the Council's auditors for 2021-22.

**21-197 Planning**

a. To consider Planning Applications (Appendix B). There were significant objections to the plans submitted for 17 Walnut Tree Road. Cllrs Burleigh and Rowe were to draft a response to be forwarded by the Clerk as usual.

b. To receive an update on the local plan. The inspector was taking his time and there was no new information.

c. To receive an update on Cala Homes. Cllr Burleigh was in communication with Cala over the SUDS and other matters. A surveyor was to look into the extent of the SUDS.

d. To receive an update on Spitfire Homes. Nil

e. To receive an update on Blakeney Homes. HCC Highways was now aware of the outflow pipe being installed under the road for run off.

f. To receive an update on Wrights Farm. Cllr Parkin went through her previously circulated report. A decision from the inspector was hoped for in the next month or so.

**21-198 To receive a report on the Neighbourhood Plan and the possible work required to update it.**

Cllr Burleigh had circulated a comprehensive document covering the Plan and its history. It was agreed that there was probably no need for a complete re-write, which would be

expensive and time consuming. It would, however, be worth looking at it in the context of the emerging Local Plan and amending where necessary. Consideration should be given to reconstituting the Pirton Neighbourhood Plan Steering Group (PNPSG). An enormous amount of work had been contributed by the members but there was now a need for some younger members to join.

- 21-199 To receive updates on Pirton road safety issues, including speed limits.**  
Cllr Parkin had circulated her report but there was little concrete to report.
- 21-200 To receive an update from the Communications Working Group.**  
There was nothing to report.
- 21-201 To receive an update from the Arboreal Working Group.**  
Cllr Parkin had re-advertised the availability of further trees. Cllr Goodman still has a quantity of trees available for any residents who missed out on the initial distribution.
- 21-202 To discuss actions required for the Community Action Day on 3 April 2022.**  
Many suggestions for activities were made and it was agreed to set up a small group of representatives from at least the Parish Council, Wild About Pirton and the Sports and Social Club. An alternative programme for wet weather also needed to be looked into.
- 21-203 To discuss the work required at Blacksmiths Pond and establish a time frame.**  
Already covered under 21-189 Public Participation.
- 21-204 To discuss the proposed solar farm east of Graveley at Priory Farm.**  
Cllr Parkin spoke on this, but it was generally agreed that this was not a matter for comment by the Parish Council. It was agreed to maintain a watching brief over the possibility of solar farms encroaching more closely on the area around Pirton.
- 21-205 To receive reports on the following:**
- a. Parish Paths Partnership (P3). Nothing directly to report.
  - b. S106 Projects. Nil
  - c. Village Environment. Cllr Rogers had walked round with the Tree Warden and there were a number of tasks to do, including trimming branches at Great Green. It was recommended that a tree survey be undertaken at Great Green. The trees growing at the back of the Colemans Close play area also needed cutting back. More clearance of dead trees and stumps was needed at the Recreation Ground. The ditches appeared to be doing their job, but to clear them out properly would be a very large and expensive undertaking. There were few rabbit holes to be seen. The Council agreed to some other tasks over and above the Tree Warden's normal duties, including the removal of the dead cherry tree at Davis Crescent which could become a danger to passers-by. Cllr Rogers would liaise on all this work.
  - d. Bury Trust. Nil
  - e. Village Hall. Cllr Parkin had circulated a comprehensive update. Cllr Maple would liaise with the committee over concerns regarding the new pavilion taking business away.
- 21-206 To suggest items for the next meeting of the Parish Council to be held on Thursday, 10 February 2022 at Pirton Village Hall at 7.45 pm.**

The Queen's Platinum Jubilee and plans for the Action Day.

**Meeting Closed: 10.13 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

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

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

Appendix A – Monthly Finance Statement

Pirton Parish Council

**Bank Reconciliation at 31/12/2021**

|                                  |                                   |            |                  |
|----------------------------------|-----------------------------------|------------|------------------|
| Cash in Hand 01/04/2021          |                                   |            | 51,563.00        |
| <b>ADD</b>                       |                                   |            |                  |
| Receipts 01/04/2021 - 31/12/2021 |                                   |            | 56,546.70        |
|                                  |                                   |            | 108,109.70       |
| <b>SUBTRACT</b>                  |                                   |            |                  |
| Payments 01/04/2021 - 31/12/2021 |                                   |            | 34,332.03        |
| <b>A</b>                         | <b>Cash in Hand 31/12/2021</b>    |            | <b>73,777.67</b> |
|                                  | (per Cash Book)                   |            |                  |
|                                  | Cash in hand per Bank Statements  |            |                  |
|                                  | Petty Cash                        | 31/12/2021 | 0.00             |
|                                  | Pirton Parish Council Unity Trust | 31/12/2021 | 73,777.67        |
|                                  |                                   |            | <b>73,777.67</b> |
|                                  | Less unrepresented payments       |            |                  |
|                                  |                                   |            | 73,777.67        |
|                                  | Plus unrepresented receipts       |            |                  |
| <b>B</b>                         | <b>Adjusted Bank Balance</b>      |            | <b>73,777.67</b> |
|                                  | <b>A = B Checks out OK</b>        |            |                  |

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| Signed: _____<br>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>    |
|------------------------|-------------|-------------------------------|--------------------------------------|-----------------|--------------|-----------------|
| Water                  | 15/12/2021  | Allotments Water              | Castle Water                         | 42.69           |              | 42.69           |
| Bank Charges           | 31/12/2021  | Bank Charges                  | Unity Trust Bank                     | 18.00           |              | 18.00           |
| Website/IT             | 13/01/2022  | Website Software              | TEEC                                 | 24.00           | 4.80         | 28.80           |
| Website/IT             | 13/01/2022  | Expenses                      | Edward Roberts (Clerk)               | 39.90           | 7.98         | 47.88           |
| Website/IT             | 13/01/2022  | Neighbourhood Plan Website    | Jonty Wild                           | 89.99           | 18.00        | 107.99          |
| Sports Pavilion        | 13/01/2022  | New Pavilion Planning Pre-app | Charlotte Fausset                    | 200.00          |              | 200.00          |
| Salary                 | 13/01/2022  | Salary                        | Edward Roberts (Clerk)               | 509.08          |              | 509.08          |
| Room (Office Expenses) | 13/01/2022  | Expenses                      | Edward Roberts (Clerk)               | 30.00           |              | 30.00           |
| Telephone              | 13/01/2022  | Expenses                      | Edward Roberts (Clerk)               | 20.00           |              | 20.00           |
| Postage & Mileage      | 13/01/2022  | Expenses                      | Edward Roberts (Clerk)               | 23.25           |              | 23.25           |
| Tax                    | 13/01/2022  | Tax & Employers NI            | HMRC Clerk's Tax                     | 127.40          |              | 127.40          |
| Room Hire              | 13/01/2022  | Room Hire                     | Village Hall                         | 55.50           |              | 55.50           |
| Street Cleaner         | 13/01/2022  | Bin Rental                    | Pirton Sports and Social Club (PSSC) | 140.00          |              | 140.00          |
| Room Hire              | 13/01/2022  | Room Hire                     | Pirton Sports and Social Club (PSSC) | 72.00           |              | 72.00           |
| Rental to NHDC         | 13/01/2022  | Allotment rent                | North Herts District Council (NHDC)  | 100.00          |              | 100.00          |
| Street Cleaner         | 13/01/2022  | Street Cleaning               | Tony Smart                           | 212.50          |              | 212.50          |
| Groundsman             | 13/01/2022  | Groundsman Duties             | Steve Kitchiner                      | 1,190.00        |              | 1,190.00        |
| Parish Paths           | 13/01/2022  | Parish Paths                  | Steve Kitchiner                      | 615.80          |              | 615.80          |
|                        |             |                               |                                      | <b>3,510.11</b> | <b>30.78</b> | <b>3,540.89</b> |

## Receipts

Nil

|                                   |
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| Signed: _____<br><br>Dated: _____ |
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## Appendix B – Planning Applications

| Reference |                     | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i         | <b>21/03357/FPH</b> | <p><b>15 Danefield Road, Pirton</b></p> <p><i>Single storey front extension following removal of side elevation door and window and chimney</i></p> <p>Comments to Thomas Howe by 2 January 2022 (extended to 14 January 2022)</p> <p><b>The Council had no objections</b></p>                                                                                                                                                                                                                                                                                                  |
| ii        | <b>21/03421/FPH</b> | <p><b>14 High Street, Pirton</b></p> <p><i>Insertion of two vertical windows on rear elevation and pitched roof lantern above kitchen as revision of previously approved planning permission 17/02291/1HH granted on 15.11.2017.</i></p> <p>Comments to Ben Glover by 9 January 2022 (extended to 14 January 2022)</p> <p><b>The Council had no objections</b></p>                                                                                                                                                                                                              |
| iii       | <b>21/03378/FP</b>  | <p><b>The Fox, 37 High Street, Pirton</b></p> <p><i>Installation of slabs to existing patio area, new pathway to existing boundary gate and replace existing paving slabs with stone slabs</i></p> <p>Comments to Peter Bull by 13 January 2022 (extended to 14 January)</p> <p><b>The Council had no objections</b></p>                                                                                                                                                                                                                                                        |
|           | <b>21/03514/FPH</b> | <p><b>17 Walnut Tree Road, Pirton</b></p> <p><i>Part single, part two storey side and rear extensions, alterations to fenestration, raise roof ridge height and insertion of rooflights to existing front and dormer to existing rear roofslope to facilitate conversion of loftspace into habitable accommodation and erection of front canopy over entrance door, following demolition of existing single storey side/rear extensions</i></p> <p>Comments to Tom Rea by 27 January 2022</p> <p><b>The Council would object to this application on a number of grounds</b></p> |

## Planning Decisions (for information only)

| Reference |                     | Detail               |
|-----------|---------------------|----------------------|
| i         | <b>21/03365/NCS</b> | 15 Danefield, Pirton |

|  |                     |                                                                                                                                                                                                                                        |
|--|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                     | <p><i>Single storey rear extension with the following dimension:<br/>Length as measured from rear wall of original dwelling - 4.50 metres</i></p> <p><b>Prior approval not required – 5 January 2022</b></p>                           |
|  | <b>21/03295/FPH</b> | <p>5 Danefield Road, Pirton</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><b>Permission granted 6 January 2022</b></p> |

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| <p>Signed: _____</p> <p>Dated: _____</p> |
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## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 13 January 2022**

1. The Working Group has met formally twice to date.
2. The key objectives for the current phase (2) of work are:
  - 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.
3. Detailed programme activities are attached.
4. 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.
5. Four tenders for the phase 2 architect were received by the 17<sup>th</sup> December deadline. A number of the NPWG had carried out an assessment of the tenders. This assessment led to a clear leader. A sub group met on the 6<sup>th</sup> January, and at the NPWG meeting on the 6<sup>th</sup> January the group agreed a recommendation to be made to the PPC on the 13<sup>th</sup> January for the preferred bidder. The assessment will be made at the PPC meeting to preserve confidentiality.
6. If the recommendation is accepted by the PPC, the NPWG will then seek to clarify some details with the preferred bidder and recommend contract award at the PPC's meeting on the 10<sup>th</sup> February.
7. The cost estimating work package approved by the PPC on 4<sup>th</sup> October was completed, and the assessment is attached. This currently includes £130k plus 15%, so £149.5k for the car park, which it is believed will need to be reduced.
8. A virtual meeting was held with the Football Foundation (Steve Maker and Greg Hardman) on 22<sup>nd</sup> December 2021. This was positive, and the possibility of funding up to 25% of the pavilion cost was raised, and not rejected. Above £100k there will be certain requirements to be met, but these are not expected to be onerous. They requested that the planning pre-app submission be sent (it has been), and the initial cost estimate be sent when received, and also the pre-app planning advice once received.
9. 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 is covered separately on the PPC agenda for the 13<sup>th</sup> January.
10. All of the prospective architects strongly recommended that a topographical survey be carried out so that the information is available as early as possible when the architect is appointed. Three tenders have been sought and received, at costs of £1440, £1776 and £3180 plus VAT. It is recommended that the PPC approve the lowest tender.
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
  - c. APPROVE the recommendation for preferred bidder as architect
  - d. APPROVE the funds (up to £1500 plus VAT) for a Topographical survey

Simon Maple

**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 winner                             | NPWG       | 6 Jan 22         |           |
| 2              | PPC approve winner                                            | PPC        | 13 Jan 22        |           |
| 2              | Clarification questions to recommended architect              |            | 31 Jan 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> |           |