

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held on 10 February 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

In attendance:

Edward Roberts (Clerk)

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**21-212 To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from District Cllrs F Frost and C Strong and from Cllr N Rowe.

**21-213 Public Participation**

Five members of the public were present. Topics raised from the floor included the interpretation of planning regulations, the disposal of dog waste bags, planning matters at West Lane Farm and parking and vehicular access at Chipping Green. The Parish Council was aware of the planning issues and had been engaging with NHDC over both matters. It was hoped to arrange a meeting with the planning department. Cllr Burleigh reiterated that parking was a problem throughout Pirton and that an overall strategy was required. Cllr Rogers was to contact Highways to talk about the measures at Chipping Green currently in abeyance. On the subject of dog waste bags being thrown into private property, while there was little concrete that the Parish Council could do, Cllr Burleigh suggested that messages could be put on the Council's Facebook page to draw people's attention to this. All present agreed that it was an unacceptable practice.

**21-214 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 and similarly from Cllr S Bright.

**21-215 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 13 January 2022 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 13 January 2022, be approved as a true and accurate record of the proceedings and be duly signed.

**21-216 To confirm and sign the Minutes of the Extraordinary Parish Council Meeting held on Thursday 3 February 2022 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Extraordinary Council Meeting held on 3 February 2022, be approved as a true and accurate record of the proceedings and be duly signed.

**21-217 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

Bank account as at 31 January 2022: Unity Trust Account £70,297.47. It was **RESOLVED** that payments totalling £2867.44, as detailed on the monthly Finance Statement (Appendix A) be made.

**21-218 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 grass cutting contract for the Recreation Ground would expire on 31 March 2022 and that a new arrangement with the current contractor for 20 cuts a year would cost £2607.20 + VAT, well within the agreed budget figure.

A discussion had taken place with Scribe accounts software regarding a proposed increase based on the overall income of the Council. It had been agreed that for the 2022-23 year, the rate would not rise and would be staged for the following two years. The VAT reclaim had been received into the bank on 2 February 2022 in the sum of £622.75 for the period June – December 2021.

The Clerk had sourced and fitted a new gate buffer at the Colemans Close play area, but the 'No Dogs' sign was missing. He would purchase a new one and also investigate the slow closing of the gate.

Responses to the letter sent to Great Green residents regarding track maintenance had been received from 7 properties. All were generally positive and there were a number of suggestions made. These have been circulated to all councillors.

**21-219 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. A meeting had been held with the village hall Chair and concerns about competition between the hall and the new pavilion laid to rest.

**21-220 To approve the letting of a contract for the architect and associated specialists to produce drawings and paperwork for Planning Permission application for the new pavilion.**

This item was carried forward from the Extraordinary Meeting held on 3 February 2022. Cllr Maple covered a few outstanding points from the previous meeting. Proposed by Cllr Rogers, seconded by Cllr Burleigh and **AGREED** by all present that the contract be let to Simon Knight Architects.

**21-221 To approve the new 2-year Contractor Service Agreement for grass cutting at the Recreation Ground between Pirton Parish Council and Bullard & Son at an annual rate of £2607.20 plus VAT.**

Proposed by Cllr Maple, seconded by Cllr Goodman and **APPROVED** by all present

**21-222 Planning**

a. To consider Planning Applications (Appendix B). Cllr Burleigh agreed to draft a response regarding the provision of S106 monies. The sum currently suggested appeared to be less than generous. Cllr Burleigh had written to the relevant planning officer but had yet to receive a reply.

b. To discuss arrangements for a meeting with NHDC planners to cover issues of concern. Cllr Burleigh agreed to draft a letter requesting a meeting, to be forwarded to the Clerk for onward transmission.

c. To receive an update on the local plan. There was little progress to report. The local elections in May meant that any report from the inspector was likely to be delayed until June.

- d. To receive an update on Cala Homes. Cllr Burleigh had received positive responses from Cala Homes and the bird and bat boxes should be going up very soon. She would continue to pursue the matter of the grubbed up hedge. It was likely that the site would be handed over to a management company in the Spring for routine maintenance matters.
- e. To receive an update on Spitfire Homes. Nil. The promised archaeology interpretation boards had still not been produced and installed.
- f. To receive an update on Blakeney Homes. Nil.
- g. To receive an update on Wrights Farm. There was little to report at present.

- 21-223 To receive updates on Pirton road safety issues, including speed limits.**  
Cllr Parkin had circulated her report but there was little progress going forward. Pirton sits near the bottom of a long list of villages asking for 20mph speed limits and it seems unlikely that funding will be forthcoming. Cllr Parkin has submitted a Freedom of Information request to find out the reasons for this.
- 21-224 To discuss the condition of the footpath at the back of Baulk Gardens (FP14) and to agree a sum not to exceed £xxx to pay for paving slabs to be laid on the appropriate section fo this path.**  
Cllr Burleigh reported that the contractor was considering options for this work. The item would be held over to next month.
- 21-225 To receive an update from the Communications Working Group.**  
Cllr Goodman had circulated her report. A meeting of the group was scheduled for next week and she would continue to liaise with the Clerk over the provision of content for the Parish Council website.
- 21-226 To receive an update from the Arboreal Working Group.**  
Cllr Parkin suggested that this group was now redundant, with the responsibilities having been taken over by Wild About Pirton. Proposed by Cllr Goodman, seconded by Cllr Parkin and **AGREED** by all present that the Working Group be disbanded. Cllr Goodman reported that some 300 trees had been distributed and planted around Pirton.
- 21-227 To discuss actions required for the Community Action Day on 3 April 2022.**  
Cllr Goodman reported that some responsibilities had been allocated and that a meeting of the steering group would take place on 19 February. She would also place a notice in the parish magazine asking for suggestions and publicising the day. Cllr Rowe was the lead for this group.
- 21-228 To discuss the work required at Blacksmiths Pond and establish a time frame.**  
Cllr Goodman had circulated her report and had met with a previous councillor and residents. It was possible that some water sampling and analysis may be needed, but there appeared to be little need for another full report.
- 21-229 To discuss the provision of EV charging points at the village hall, funded by S106 monies.**  
While local grants were available, the village hall was not eligible as it was not owned by the Parish Council. The expected cost was likely to significantly exceed the available S106 monies. The Council agreed that in principle the village hall car park would be a good place to have the charging points. More information was needed to inform the discussion and the item would be kept on the agenda.
- 21-230 To discuss possible activities and arrangements for the Queen’s Platinum Jubilee.**  
Cllr Parkin spoke on this and it was agreed that there appeared to be a lot of plans from various organisations in the village. Some coordination would be needed and a schedule of events over the four days would be useful to avoid clashes. Cllr Rogers agreed to investigate the provision and lighting of a beacon, this being a nationwide initiative.

**21-231 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Nil.
- b. S106 Projects. Nil
- c. Village Environment. Cllr Burleigh suggested that repair of some of the verges could be an activity for the Community Day.
- d. Bury Trust. Following the cutting of the hedges, it appeared that a consequence was the blocking of a drainage ditch, increasing the size of the pond on the Bury. It did not appear to be draining. This would be raised at the Bury Trust meeting next week.
- e. Village Hall. Cllr Parkin had circulated a comprehensive update.

**21-232 To suggest items for the next meeting of the Parish Council to be held on Thursday, 10 March 2022 at Pirton Village Hall at 7.45 pm.**

- a. To discuss the work needed on the track at Great Green.
- b. To consider registering new areas in Pirton as village greens.

**Meeting Closed: 10.02 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

Appendix A – Monthly Finance Statement

Pirton Parish Council

**Bank Reconciliation at 31/01/2022**

|          |                                   |            |                  |
|----------|-----------------------------------|------------|------------------|
|          | Cash in Hand 01/04/2021           |            | 51,563.00        |
|          | <b>ADD</b>                        |            |                  |
|          | Receipts 01/04/2021 - 31/01/2022  |            | 56,546.70        |
|          |                                   |            | 108,109.70       |
|          | <b>SUBTRACT</b>                   |            |                  |
|          | Payments 01/04/2021 - 31/01/2022  |            | 37,812.23        |
| <b>A</b> | <b>Cash in Hand 31/01/2022</b>    |            | <b>70,297.47</b> |
|          | (per Cash Book)                   |            |                  |
|          | Cash in hand per Bank Statements  |            |                  |
|          | Petty Cash                        | 31/01/2022 | 0.00             |
|          | Pirton Parish Council Unity Trust | 31/01/2022 | 70,297.47        |
|          |                                   |            | <b>70,297.47</b> |
|          | Less unrepresented payments       |            |                  |
|          |                                   |            | 70,297.47        |
|          | Plus unrepresented receipts       |            |                  |
| <b>B</b> | <b>Adjusted Bank Balance</b>      |            | <b>70,297.47</b> |
|          | <b>A = B Checks out OK</b>        |            |                  |

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

| <b>Code</b>               | <b>Description</b>           | <b>Supplier</b>               | <b>Net</b>      | <b>VAT</b>   | <b>Total</b>    |
|---------------------------|------------------------------|-------------------------------|-----------------|--------------|-----------------|
| Street Cleaner            | Bin Bags                     | Edward Roberts (Clerk)        | 35.83           | 7.17         | 43.00           |
| Website/IT                | Accounts Software<br>Licence | Starboard Systems             | 288.00          | 57.60        | 345.60          |
| Salary                    | Salary                       | Edward Roberts (Clerk)        | 542.50          |              | 542.50          |
| Room (Office<br>Expenses) | Expenses                     | Edward Roberts (Clerk)        | 30.00           |              | 30.00           |
| Telephone                 | Expenses                     | Edward Roberts (Clerk)        | 20.00           |              | 20.00           |
| Stationery                | Expenses                     | Edward Roberts (Clerk)        | 5.99            |              | 5.99            |
| Postage & Mileage         | Expenses                     | Edward Roberts (Clerk)        | 20.25           |              | 20.25           |
| Tax                       | Tax & Employers NI           | HMRC Clerk's Tax              | 135.60          |              | 135.60          |
| Room Hire                 | Room Hire                    | Pirton Sports and Social Club | 36.00           |              | 36.00           |
| Street Cleaner            | Street Cleaning              | Tony Smart                    | 170.00          |              | 170.00          |
| Sports Pavilion           | Q S Fees                     | Walker Associates             | 1,500.00        |              | 1,500.00        |
| Room Hire                 | Room Hire                    | Village Hall                  | 18.50           |              | 18.50           |
| <b>Total</b>              |                              |                               | <b>2,802.67</b> | <b>64.77</b> | <b>2,867.44</b> |

## Receipts

| <b>Code</b>      | <b>Description</b> | <b>Supplier</b> | <b>Net</b>    | <b>Total</b> |
|------------------|--------------------|-----------------|---------------|--------------|
| VAT<br>Reclaimed | VAT Re-<br>payment | HMRC VAT        | 622.75        | 622.75       |
| <b>622.75</b>    |                    |                 | <b>622.75</b> |              |

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

Appendix B – Planning Applications

| Reference |                    | Detail                                                                                                                                                                                                                                                                                                                                             |
|-----------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i         | <b>21/01392/FP</b> | <p>Land rear of 17 Walnut Tree Road, Pirton</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.</i></p> <p><b>S106 consultation comments to Tom Rea by 18 February 2022</b></p> |
| ii        |                    |                                                                                                                                                                                                                                                                                                                                                    |
| iii       |                    |                                                                                                                                                                                                                                                                                                                                                    |

**Planning Decisions** (for information only)

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

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

**New Pavilion Working Group report to PPC 10 February 2022**

1. The Working Group has met formally 3 times 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 constructionIt is intended that this phase of work should conclude by the end of November 2022.
3. Detailed programme activities are attached.
4. A further delay to the pre planning advice has occurred because NHDC didn't think that they had been paid. Having provided them with a copy of the receipt they are progressing the work, and we should receive the advice this month – hopefully by the middle of the month.
5. The topographical survey work has been completed, and we await the report which is needed for the building design work.
6. Following the PPC's acceptance of Simon Knight as the preferred bidder for the architect's contract a sub group of the working group met with Simon Knight on 27<sup>th</sup> January to seek a fixed reduced price for the phase 2 (RIBA 3) work leading to planning permission. This was successful, and a revised fee proposal was submitted.
7. The PPC EGM held on 3<sup>rd</sup> February reviewed the total costs for phase 2 which are anticipated to be £23,860 including £2,000 of contingency.
8. The PPC agreed the provision of £9,000 funding from other funding pots to make up the total phase 2 funding, with the intention of rebalancing those pots once further funding is received for the new pavilion. This includes £8,000 for containers. The amount of funding required had been estimated at £8,000-£25,000.
9. Approval of the contract to Simon Knight Architects is a separate item on the PPC agenda.
10. Steve Bright has agreed to lead the funding workstream for this project.
11. It is now expected that Planning permission should be achieved by August 2022, rather than November. However, unless the next stage of design work commences earlier than planned (which it now can), the build completion is likely to be in Spring 2024 rather than by the end of 2023. The cost of this work is expected to be around £30k which hasn't been budgeted for this year. A decision on this stage is not required for a few months.
12. All figures are exclusive of VAT which will be reclaimed by the PPC.
13. 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 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> |           |