

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held on 10 March 2022 at Pirton Village Hall at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

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

In attendance:

Edward Roberts (Clerk)



21-233 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from Cllr Bright.

21-234 Public Participation

No members of the public were present. District Cllr C Strong arrived at 8.03pm.

21-235 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.

21-236 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 10 February 2022 as a true and accurate record.

It was **RESOLVED** that the minutes of the Council Meeting held on 10 February 2022, be approved as a true and accurate record of the proceedings and be duly signed.

21-237 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

Bank account as at 28 February 2022: Unity Trust Account £68,052.78. It was **RESOLVED** that payments totalling £4549.81, as detailed on the monthly Finance Statement (Appendix A) be made.

21-238 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 Recreation Ground grass cutting contract had been agreed and signed. The first tranche of the precept (£22,000) would be paid on 8 April 2022 and the Local Government pay award had finally been agreed, meaning a backdated award of 21p per hour for the year 2021-22. This would be claimed with next month's salary.

The Clerk's rate from 1 April 2022 would be £12.70 on the new scale.

The Clerk had notified the insurance company of the Community Day on 3 April 2022 and had received a detailed response. This had been circulated to all councillors.

A new 'No Dogs' sign had been sourced and fitted to the gate at Colemans Close play area.

21-239 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. Although still waiting for the formal response to the pre-application, Cllr Maple had been told that there were no real issues to be resolved. A revised outline concept design had been received from the architect, moving the location of the building and incorporating an elevated veranda, rather than the original balcony concept. These changes were accepted and **AGREED** by all present.

21-240 Planning

a. To consider Planning Applications (Appendix B). Cllr Burleigh had circulated the drafts of the Planning Working Group recommendations. These were accepted and the responses would be sent as usual by the Clerk.

b. To discuss arrangements for a meeting with NHDC planners to cover issues of concern. Cllr Burleigh had drafted a letter asking for a meeting. The contents were agreed and the Clerk would send it.

c. To receive an update on the local plan. There was no further news to report.

d. To receive an update on Cala Homes. Cllr Burleigh reported that the bird and bat boxes had been installed, but there were concerns about the state of the grassed area around the playground which was severely waterlogged.

e. To receive an update on Spitfire Homes. The muddy path was still a concern but work was hoped to be carried during the Action Day on 3 April 2022.

f. To receive an update on Blakeney Homes. The footpath was still a cause for concern as it had not been completed at the Recreation Ground end in accordance with the plans. Cllr Rowe was to pursue this.

g. To receive an update on Wrights Farm. Following the dismissal of the planning appeal, Cllr Parkin had circulated a report setting out possible ways forward. A priority was to protect the chalk stream environment on the meadow. Any development of the farmhouse site should be housing that fulfilled the needs of Pirton residents.

21-241 To receive updates on Pirton road safety issues, including speed limits.

Cllr Parkin had circulated her report, which contained positive news. County Councillor David Barnard had been in discussions with HCC Executive Member and others, with the result that there is a likely move to introduce the desired limits, perhaps by late summer. The Parish Council still has to find out which roads will be covered by the scheme and what traffic calming measures are proposed. Hopefully, these can be negotiated with HCC Highways, as speed bumps are not an acceptable option.

Cllr Goodman reported that another DriveSafe leader had been trained and the equipment was now in good order. It was likely that operations would start at the end of March/beginning of April.

21-242 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 Cllr Parkin had spoken to the contractor who was only going to charge £40 to lay the slabs. Proposed by Cllr Rowe, seconded by Cllr Rogers, that a sum of £100 be allocated to this work. **AGREED** by all present.

21-243 To agree a sum not to exceed £500 to pay for any expenses associated with the Community Action Day on 3 April 2022.

Proposed by Cllr Burleigh, seconded by Cllr Rogers and **AGREED** by all present that a sum not to exceed £500 should be allocated to the Community Action day.

21-244 To receive an update on progress with the Community Action Day on 3 April 2022.

Cllr Rowe reported that the pavilion had been booked, insurance was in place and that the limiting factor currently was the number of people who had volunteered. It was hoped to increase numbers in the coming weeks.

21-245 To agree a further course of action for the improvement and maintenance of the Great Green track.

Cllr Rogers would speak to Steve Kitchiner who had originally volunteered to coordinate the work. All agreed that the work needed doing and that it should be completed before the Queen's jubilee celebrations.

21-246 To agree a course of action for the clearance of the ditches at the Recreation Ground.

Cllr Maple explained which areas were cause for concern and confirmed that access was almost impossible for machinery. It was agreed that the work could be done by a motivated band of volunteers, as the cost of using a contractor would be prohibitive. It was agreed to publicise the need at the Action Day. Cllr Burleigh would contact Herts & Middlesex Wildlife Trust to ask for advice regarding habitats and flora.

21-247 To discuss the possible provision of a mobile phone mast and associated equipment at Pirton Recreation Ground.

It was agreed that there was no harm in having the survey done. There was no cost to the Council and it might be a possible source of income for the new pavilion project. The Clerk would respond to the letter. Cllr Maple agreed to be the point of contact.

21-248 To agree a date (19th or 26th) for the Annual Parish Meeting in May.

It was **AGREED** that the Annual Parish Meeting would be held on 26 May 2022

21-249 To receive an update from the Communications Working Group.

Cllr Goodman had circulated her report (Appendix D). In addition she reported that there would be a leaflet from Anglian Water delivered with the newsletter concerning what should go down domestic drains.

21-250 To discuss the work required at Blacksmiths Pond and establish a time frame.

Cllr Goodman had circulated a report containing research findings and updates. It was recommended that applications of micro-chalk be started again to improve the water quality. With regards to definite timescales, Wild About Pirton (WAP) proposed that Microchalk is applied in October 2022 and again in January 2023. WAP will investigate costs with Framlingham Fisheries for delivery of 2 lots of 0.5 tonnes Microchalk and the cost of 2 persons to spread the Microchalk. Further cooperation would take place with the landowners adjacent to the pond over trimming back trees.

21-251 To discuss the provision of EV charging points at the village hall, funded by S106 monies.

This matter would not be pursued further as the potential costs would be significant.

21-252 To discuss arrangements for the Queen's Platinum Jubilee and the formation of a Jubilee Working Party.

Cllr Rogers confirmed that there would be a beacon. The location was open to discussion and it was agreed that a short survey would be conducted to gauge opinion. It was suggested that the children in the school be given jubilee mugs, financed by the Parish Council. The Clerk and Chairman would investigate costs and designs. Cllr Rogers volunteered to head a Jubilee Committee which should not just consist of Councillors. Coordination of events was necessary.

21-253 To consider registering further areas of land within Pirton as village greens.

Cllrs Burleigh and Parkin agreed to investigate the ownership of the unregistered land known as the Dial. The requirements to register land as a green were very prescriptive,

but this did not prevent non-registered land being taken into Parish Council ownership for future protection.

21-254 To discuss the current state of footpath FP06.

Cllr Rogers stated that as this footpath crosses a ploughed field, it would always tend to be muddy. There was no prospect of improving the surface, but a watch should be kept that the landowner reinstated the path in the statutory period following ploughing. In reality, there was little the Parish Council could do. Cllr Burleigh agreed to investigate further.

21-255 To receive reports on the following:

- a. Parish Paths Partnership (P3). Path maintenance would form part of the Action Day.
- b. S106 Projects. Nil
- c. Village Environment. Covered under previous items.
- d. Bury Trust. Cllr Maple had circulated an update. Major points included the resignation of the Chairman after 15 years, an ongoing financial review and a plan for the maintenance of Toot Hill using mainly volunteers to keep costs down. It was agreed that the Council should send a letter to the outgoing Chairman thanking him for his efforts over the years.
- e. Village Hall. There was little to add to last month's report.

21-256 To suggest items for the next meeting of the Parish Council to be held on Thursday, 14 April 2022 at Pirton Village Hall at 7.45 pm.

Cllr Parkin suggested discussing the installation of the septic tank at west Lane Farm.

Meeting Closed: 10.20pm.

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

Appendix D – Communications Working Group Report

Appendix A – Monthly Finance Statement

Pirton Parish Council

Bank Reconciliation at 28/02/2022

Cash in Hand 01/04/2021 51,563.00

ADD

Receipts 01/04/2021 - 28/02/2022 57,169.45

108,732.45

SUBTRACT

Payments 01/04/2021 - 28/02/2022 40,679.67

Cash in Hand 28/02/2022 **68,052.78**
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 28/02/2022 0.00

Pirton Parish Council Unity Trust 28/02/2022 69,552.78

69,552.78

Less unrepresented payments 1,500.00

68,052.78

Plus unrepresented receipts

Adjusted Bank Balance 68,052.78

A = B Checks out OK

Signed: _____ Dated: _____

Payments

Code	Date	Description	Supplier	Net	VAT	Total
Sports Pavilion	10/03/2022	Topographical Survey	SUMO Services Ltd	1,440.00	288.00	1,728.00
Dog Bins	10/03/2022	Dog Waste Bins Emptying	North Herts District Council (NHDC)	1,474.89	294.97	1,769.86
CPRE	10/03/2022	CPRE Subscription	CPRE	36.00		36.00
Salary	10/03/2022	Salary	Edward Roberts (Clerk)	548.44		548.44
Room (Office Expenses)	10/03/2022	Expenses	Edward Roberts (Clerk)	30.00		30.00
Telephone	10/03/2022	Expenses	Edward Roberts (Clerk)	20.00		20.00
Stationery	10/03/2022	Expenses	Edward Roberts (Clerk)	35.76		35.76
Postage & Mileage	10/03/2022	Expenses	Edward Roberts (Clerk)	20.25		20.25
Tax	10/03/2022	Tax & Employers NI	HMRC Clerk's Tax	137.00		137.00
Room Hire	10/03/2022	Room Hire	Pirton Sports and Social Club (PSSC)	36.00		36.00
Street Cleaner	10/03/2022	Street Cleaning	Tony Smart	170.00		170.00
Room Hire	10/03/2022	Room Hire	Village Hall	18.50		18.50
Total				3,966.84	582.97	4,549.81

Receipts

Nil

Signed: _____

Dated: _____

Appendix B – Planning Applications

Reference		Detail
i	22/00518/S73	<p>12 Davis Crescent, Pirton</p> <p><i>Section 73 Application : Variation of condition 2 (amendments to proposed office as shown on revised plans DAV03-10-001-Model and DAV03-10-015AModel) of planning permission 20/00529/FP granted 06/07/2020.</i></p> <p>Comments to Andrew Hunter by 18 March 2022</p> <p>The Parish Council agreed to object to this application</p>
ii	22/00583/FPH	<p>28 Drovers Way, Pirton</p> <p><i>: Erection of single storey rear extension</i></p> <p>Comments to Thomas Howe by 24 March 2022</p> <p>There were no objections to this application.</p>
iii		

Planning Decisions (for information only)

Reference		Detail
i		

Signed: _____ Dated: _____

Appendix C - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 10 March 2022

1. The Working Group has met formally 4 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. Having chased NHDC for the pre application planning advice they have transferred the work to a different planning officer who has said that we should hear this week.
4. The topographical survey work has been completed, and the report received.
5. Final contract discussions with Simon Knight have covered:
 - Agreement of the M+E costs, with progress reports to be provided.
 - A quotation for the below ground drainage design of £900 + VAT. When the management charge is added this becomes £990 + VAT. The NPWG recommends that this is included in the contract, and the cost covered by the contingency (£2k).
 - A payment schedule had been provided, and we requested that some money be held back until the planning permission decision. This was done.
6. Simon Knight had provided a revised outline concept design and the presentation is forwarded.
7. After consideration the NPWG agreed to recommend this proposal to the PPC, with some suggestions for a revised internal layout, the requirement to protect the car park from becoming an evening racetrack (by providing a dog leg, or other constraint), and the suggestion of adding some additional car park spaces on the northern boundary.
8. An analysis has been done of the existing pavilion room sizes as a baseline for comparing the new design.
9. It is proposed to show the new concept (if approved) at the Action Day on 3rd April, and to have a consultation session on the 4th May. We would like to purchase a couple of large display boards for this which will probably cost about £75 +VAT, again from contingency.
10. 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 revised Concept design

Simon Maple

Appendix D – Communications Working Group Report

From the CWG meeting on 15th February the following points were discussed and recommended and emailed out to all Parish Councillors –

- All agreed that the PSSC should not be in the Facilities section of Pirton.org but in the Clubs and Organisations section - and this will be rectified when Cllr Goodman has got out her notes on how to do this (!)
- With regards to having a dedicated link somewhere on Pirton.org, there was some debate and a good reminder that this website was always created as an impartial website, and as such, to specifically promote the project above anything else, would move away from that impartiality.
- All agreed that once the new facility is available, it should have its own dedicated button as it will indeed be a facility that any village resident could use.
- The PPC website is the point of focus in terms of ensuring that this project is strongly promoted - and this needs to be worked on first (Cllr Goodman has already provided suggestions to Cllrs Maple and Bright as to what is needed from the NPWG and will await these to help liaise with the Parish Clerk as to layout etc. - the attached document also helps with this visually)
- Discussion was had by the CWG that the clubs who are currently using the Rec should also be "shouting" about this project. On investigation, Cllr Goodman could not find any up-to-date information, particularly on the PSSC website.
- The document PPC and PSSC and other clubs websites.pdf was attached which showed these websites currently and where these could be updated to help with signposting to the PPC website
- Finally, the CWG have agreed that so far they have only been approached by one small business to be on the Pirton.org website, and until such time that any other businesses also express an interest in this, then the website will remain impartial to this.

Since that meeting:

1. Cllr Goodman has liaised with the Parish Clerk to access the Pirton Parish Council Website, and with information given by Cllr Maple, has updated the website with a new slider of the Pavilion Concept, added more detail to the Amenities/Proposed New Sports Pavilion page
2. Cllr Goodman has created the Community Action Day "Latest News" item at the bottom of the Home page and added an Event under the News/Events menu with more detail about the tasks etc.
3. An Event for the Community Action Day has also been created on Facebook

Q: Apart from the PPC Website being up to date, what are the plans for the other sport clubs who use the Rec to incorporate the plans for the New Pavilion?

Signed: _____ Dated: _____
