

# Pirton Parish Council



Minutes of Pirton Parish Council Meeting held on 14 April 2022 at Pirton Village Hall at 7.45 pm

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

## Present:

Cllr D Burleigh (Vice-Chairman), Cllr S Bright, Cllr A Goodman, Cllr S Maple, Cllr N Rowe

## In attendance:

Edward Roberts (Clerk)

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### 21-257 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from Cllrs Rogers and Parkin.

### 21-258 Public Participation

District Cllr Claire Strong attended. Seven members of the public were present. As residents of Bury End they wished to raise the matter of parking on Chipping Green and the measures under consideration to deter vehicles from driving onto the Green. They were also in favour of planting a hedge along the fence line at the rear of the Green. It was agreed that there would be further consultation before any decisions were taken by the Council and that a letter would be sent to all residents of Bury End with an update.

### 21-259 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 Bright. Cllrs Burleigh and Goodman declared their membership of Wild About Pirton.

### 21-260 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 10 March 2022 as a true and accurate record.

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

### 21-261 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

Bank account as at 31 March 2022: Unity Trust Account £63484.97. It was **RESOLVED** that payments totalling £10,369.44, as detailed on the monthly Finance Statement (Appendix A) be made.

### 21-262 To receive the Annual Internal Audit Report and note the recommendations.

The Annual Internal Audit Report had been circulated and the Clerk ran through the observations, detailing the remedial measures to be taken. There were no adverse comments.

### 21-263 To review the Register of Fixed Assets and approve the amended value of assets stated for 2022.

The Clerk explained the requirement for the review and the reason for the amended value. The Council **APPROVED** the amended value stated for 2022.

**21-264 To sign the Annual Governance Statement.**

It was **RESOLVED** that the Annual Governance Statement be accepted and signed.

**21-265 To approve the accounts for the financial year 2021-22 and sign the Annual Governance and Accountability Return.**

The accounts for the financial year 2021-22 were **APPROVED** and the Annual Governance and Accountability Return duly signed.

**21-266 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 details for the External Audit had been received from PKF Littlejohn and that there seemed to be little change from previous years. The necessary paperwork would be completed and sent off after Easter. All invoices for the allotment rents and parking permits had been distributed and there had been a good response.

Emails had been sent to our MP, to Cllr Barnard and to the local police, requesting reports for the Annual Report due in May. Correspondence had been received from residents regarding the closed footpath through the Blakeney Homes development and the status of the footpath running alongside the Comice Meadows site.

The Clerk circulated three possible designs for the Queen's Jubilee presentation mugs for the children of Pirton School. Layout 2 was favoured by all present. The Clerk was to go ahead and order the mugs.

**21-267 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. It was noted that the new building may have to be moved slightly to avoid a high pressure gas pipeline, but this was not considered a major issue. Following a consultation on 8 May, the Council meeting on 12 May will be asked to approve the design for planning permission submission.

**21-268 Planning**

- a. To consider Planning Applications (Appendix B). Cllr Burleigh had circulated the notes from the Planning Working Group and these were considered satisfactory. There were still concerns about 17 Walnut Tree Road and Cllr Burleigh would pursue these.
- b. To discuss the response to the letter asking for a meeting with NHDC planners. There would be no progress on this until after the local elections in May.
- c. To receive an update on the local plan. Nil.
- d. To receive an update on Cala Homes. Nothing further had been forthcoming. Cllr Burleigh had asked for a plan of the bat and bird boxes.
- e. To receive an update on Spitfire Homes. Details of a new contact had been received and some work had been done on the Baulk path during the Action Day on 3 April.
- f. To receive an update on Blakeney Homes. Cllr Rowe had pursued the matter of the footpath and a council representative would be coming out to look at the actual route.
- g. To receive an update on Wrights Farm. Cllr Parkin had circulated a report setting out the current situation. There was to be a meeting to discuss the chalk stream.

**21-269 To receive updates on Pirton road safety issues, including speed limits.**

Cllr Parkin had circulated her report. Cllr Goodman reported that they were still waiting for a decision on the siting of a Speed Indicator Device, but there was little prospect of any progress before July. DriveSafe had been in action on Priors Hill and had sent details of speeding vehicles to the police. They would be in action again after Easter on another road.

**21-270 To discuss the Community Action Day held on 3 April and formally express the thanks of the Parish Council to all involved.**

It was agreed that the day had been a great success, with an excellent turnout from the Pirton residents. Much had been achieved and the organisation had been good. Formal thanks were expressed to all those who had helped, but particularly to those who had given freely of their time, skills and resources to ensure the success of the day. It was the intention to repeat the day later in the year on a date to be agreed.

**21-271 To receive an update on progress with the maintenance of the Great Green track.**

Cllr Rogers had spoken to the groundsman who had assured her that the matter was in hand and that work would be starting.

**21-272 To source and purchase two 'No Parking' signs, suitable planters and associated plants to be located on Chipping Green.**

Cllr Burleigh stated that there had been a substantial amount of parking on the Green and summarised the history to date. The use of planters had been suggested by Highways. Cllr Bright noted that the upkeep of any planters would require a budget and a dedicated team. It was agreed that a site visit should be carried out by councillors. The Council was in favour of the restoration of a hedge along the rear boundary and Cllr Burleigh would make enquiries as to the likely cost of established plants. A letter would be sent to the residents of Bury End updating them on the discussions.

**21-273 To decide whether or not to nominate the parcel of land known as Pirton Village Nature Reserve as an Asset of Community Value.**

It was agreed that the Nature Reserve should be nominated as an Asset of Community value. Cllrs Burleigh and Rowe offered to draft the justification.

**21-274 To conduct the Annual Review of the pitch maintenance agreement between Pirton Parish Council and Lea Sports Football Club (Reference: Minute 20-16 dated 14 May 2020).**

Following discussions, all were content for the agreement to continue in its present form.

**21-275 To receive an update on progress with the clearance of the ditches at the Recreation Ground.**

Cllr Maple updated the Council on what had been achieved so far. Some clearance had taken place both at the Recreation Ground and in Walnut Tree Road. Further work was needed in both locations, but at the Recreation Ground access to the ditches was a problem and machinery would ultimately be required as the ditches had been left for some considerable time now. No further work should be undertaken before the autumn. Cllr Burleigh agreed to approach Herts & Middlesex Wildlife Trust for advice on biodiversity.

**21-276 To receive an update from the Communications Working Group.**

Cllr Goodman had circulated her report (Appendix D). It was agreed that publicity should be given to the Annual Parish Meeting on 26 May to encourage attendance. The next newsletter should be distributed in September, with an August deadline for copy. A Parish Council account should be set up for Facebook to avoid feedback of a personal nature and this was agreed. Cllr Goodman would implement this.

**21-277 To receive an update on the work required at Blacksmiths Pond.**

Cllr Goodman reported that there was little new. Framlingham Fisheries had been contacted regarding the provision of microchalk treatment and possible clearance of rhizomes. Discussions with property owners over pollarding trees were ongoing.

**21-278 To discuss progress on arrangements for the Queen's Platinum Jubilee.**

Cllr Rogers had reported that realistically the Recreation Ground was a better location for the beacon than Toots Hill, despite the latter being an obvious and popular choice. Efforts were being made to obtain a trumpet player. Cllr Burleigh suggested that a request be put on Facebook and the website to all those organising events to let the Council know. Cllr Goodman would look at this.

**21-279 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Cllr Rowe had circulated a report. Some efforts had been made on the Action Day to reduce the muddy nature of some paths, no response had been forthcoming over the missing posts on Shillington Road and a site visit had been agreed to look at the routing of the footpath through Blakeney Homes.
- b. S106 Projects. Nil
- c. Village Environment. Some good work had been done on the Action Day. Cllr Burleigh mentioned that there was remedial work needed on both verges and kerbsides.
- d. Bury Trust. Cllr Maple had circulated an update. It was proposed by Cllr Burleigh, seconded by Cllr Rowe, that the Parish Council contribute 50% of the expense of fencing repairs, being a total of £876.00. **AGREED** by all. The Council also agreed to the proposed works to Jack's Path and Cllr Burleigh would draft the submission for Scheduled Monument Consent.
- e. Village Hall. Cllr Parkin had circulated her report. There were no actions required from the Parish Council.

**21-280 To suggest items for the Annual Meeting of the Parish Council to be held on Thursday, 12 May 2022 at Pirton Village Hall at 7.45 pm.**

The only item was the Planning Permission agreement for the new pavilion.

**Meeting Closed: 10.03pm.**

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 31/03/2022**

Cash in Hand 01/04/2021			51,563.00
<b>ADD</b>			
Receipts 01/04/2021 - 31/03/2022			57,169.45
			108,732.45
<b>SUBTRACT</b>			
Payments 01/04/2021 - 31/03/2022			45,247.48
<b>Cash in Hand 31/03/2022</b>			<b>63,484.97</b>
(per Cash Book)			
Cash in hand per Bank Statements			
Petty Cash	31/03/2022	0.00	
Pirton Parish Council Unity Trust	31/03/2022	63,484.97	
			<b>63,484.97</b>
Less unrepresented payments			
			63,484.97
Plus unrepresented receipts			
<b>Adjusted Bank Balance</b>			<b>63,484.97</b>

**A = B Checks out OK**

Signed: _____ Dated: _____
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## Payments

Code	Date	Description	Supplier	Net	VAT	Total
Website/IT	14/04/2022	Village Website	Edward Roberts (Clerk)	15.99	3.20	19.19
Tennis Courts (MUGA)	14/04/2022	MUGA	Simon Maple	495.00	99.00	594.00
Sports Pavilion	14/04/2022	Defibrillator Box				
		Sports Pavilion	Simon Knight	5,685.00	1,137.00	6,822.00
		Design	Architects			
Audits	14/04/2022	Internal Audit	IAC Audit	280.00	56.00	336.00
Salary	14/04/2022	Salary	Edward Roberts (Clerk)	708.95		708.95
Room (Office Expenses)	14/04/2022	Salary	Edward Roberts (Clerk)	30.00		30.00
Telephone	14/04/2022	Salary	Edward Roberts (Clerk)	20.00		20.00
Stationery	14/04/2022	Salary	Edward Roberts (Clerk)	18.80		18.80
Postage & Mileage	14/04/2022	Salary	Edward Roberts (Clerk)	25.65		25.65
Room Hire	14/04/2022	Room Hire	Pirton Sports and Social Club (PSSC)	104.00		104.00
Tax	14/04/2022	Salary	HMRC Clerk's Tax	177.20		177.20
Employer's NI	14/04/2022	Salary	HMRC Clerk's Tax	19.29		19.29
HAPTC	14/04/2022	Annual Subscription	HAPTC	647.93		647.93
Newsletter	14/04/2022	Newsletter Printing	Form IT	375.00		375.00
Street Cleaner	14/04/2022	Bin Rental	Pirton Sports and Social Club (PSSC)	149.50		149.50
Street Cleaner	14/04/2022	Street Cleaning	Tony Smart	212.50		212.50
Other	14/04/2022	Donation	15th Hitchin Scouts	10.00		10.00
Other	14/04/2022	Donation	Pirton Youth Club	20.00		20.00
Other	14/04/2022	Donation	Pirton Bumps Babes & Toddlers	25.00		25.00
Other	14/04/2022	Expenses	Clr A Goodman	19.43		19.43
Information Commissioner	20/05/2022	Annual Subscription	Information Commissioner	35.00		35.00
<b>Total</b>				<b>9,074.24</b>	<b>1,295.20</b>	<b>10,369.44</b>

## Receipts

Code	Date	Description	Supplier	Net	Total
Miscellaneous	01/04/2022	Annual Licence	Pirton Sports and Social Club (PSSC)	1.00	1.00
Parking Permits	01/04/2022	Parking	Karen Munns	5.00	5.00
Parking Permits	01/04/2022	Parking	J Glasson	5.00	5.00
Tennis Club	04/04/2022	Tennis Club Rental	Pirton Tennis Club	1,025.97	1,025.97
Tennis Club	04/04/2022	Tennis Club Rental	Pirton Tennis Club	453.70	453.70
Parking Permits	04/04/2022	Parking	A Willmot	5.00	5.00
Allotment Rents	04/04/2022	Allotment rent	D Woodward	40.00	40.00
Parking Permits	04/04/2022	Parking	Jarrett	5.00	5.00
Allotment Rents	04/04/2022	Allotment rent	Mark Cooper Plot 2	40.00	40.00
Parking Permits	04/04/2022	Parking	Mr & Mrs Dixon	5.00	5.00

PIRTON PARISH COUNCIL

MINUTES: 14 April 2022

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

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

Allotment Rents	05/04/2022	Allotment rent	I Bokisa Plot 3b	20.00	20.00
Allotment Rents	06/04/2022	Allotment rent	R & D Black	40.00	40.00
Precept	08/04/2022	Precept First Payment	North Herts District Council (NHDC)	21,640.42	21,640.42
Grants	08/04/2022	CTRS First Payment	North Herts District Council (NHDC)	359.58	359.58
Parking Permits	11/04/2022	Parking	Ruby Bell	5.00	5.00
Allotment Rents	11/04/2022	Allotment rent	Wheeler	20.00	20.00
Parking Permits	11/04/2022	Parking	Terry Sargent	5.00	5.00
Allotment Rents	11/04/2022	Allotment rent	E Picken	40.00	40.00
Allotment Rents	12/04/2022	Allotment rent	Mr & Mrs Willis	40.00	40.00
Allotment Rents	13/04/2022	Allotment rent	W Hill	40.00	40.00
<b>Total</b>				<b>23,795.67</b>	<b>23,795.67</b>

Signed: _____ Dated: _____
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## Appendix B – Planning Applications

	Reference	Detail
i	21/00219/LBC	<p><b>31 High street, Pirton</b></p> <p><i>The replacement of 1no. fixed pane window (kitchen window no.2) with similar sized window with glazing bars and replacement of 18 no. single-glazed stormproof windows (some with top-hung lights) with double-glazed windows incorporating flush casements and fixed lights.</i></p> <p>Comments to Mark Simmons by 6 April 2022 (extended to 19 April)</p> <p><b>No objections</b></p>
ii	21/00651/FPH	<p><b>18 Cromwell Way, Pirton</b></p> <p><i>Single story rear extension. Insertion of ground floor door and window on front elevation following removal of existing garage door.</i></p> <p>Comments to Thomas Howe by 7 April 2022 (extended to 19 April)</p> <p><b>No objections</b></p>
iii	21/03421/FPH	<p><b>14 High Street, Pirton</b></p> <p><i>Two storey rear extension, single storey side and rear extension following the demolition of the existing garage, and alterations to fenestration including insertion of rooflights as revision of previously approved planning permission 17/02291/1HH granted on 15.11.2017.</i></p> <p>Comments to Ben Glover by 9 April 2022 (extended to 19 April)</p> <p><b>No objections</b></p>
iv	21/00712/LBC	<p><b>1-3 Crabtree Lane, Pirton</b></p> <p><i>Partial removal of front cementitious roughcast render, undertake frame repairs, insulate wall and lime render. Replace ground floor C20 single-glazed window with new single-glazed window.</i></p> <p>Comments to Mark Simmons by 10 April 2022 (extended to 19 April)</p> <p><b>No objections</b></p>
v	21/00775/FPH	<p><b>Old Westmill Farmhouse, Westmill Lane, Ickleford.</b> (Strictly, part of this property falls within the Pirton parish boundary)</p> <p><i>Erection of detached garden gazebo</i></p> <p>Comments to Thomas Howe by 17 April 2022</p> <p><b>No objections</b></p>

vi	<b>21/00797/FPH</b>	<p><b>31A High Street, Pirton</b></p> <p><i>Single storey side extension and first floor side extension following demolition of existing conservatory.</i></p> <p>Comments to Thomas Howe by 20 April 2022</p> <p><b>Response will be lodged</b></p>
vii	<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 (As amended by plans received on 30/03/22).</i></p> <p>Any further comments to Ben Glover by 16 days from 30 March 2022</p> <p><b>Response will be lodged with a number of objections</b></p>

**Planning Decisions** (for information only)

	Reference	Detail
i	<b>21/00583/FPH</b>	<p><b>28 Drovers Way, Pirton</b></p> <p><i>Erection of a single storey extension</i></p> <p>Permission granted 5 April 2022</p>

Signed: _____
Dated: _____

## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 14 April 2022**

1. The Working Group has met formally 5 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 construction

It is intended that this phase of work should conclude by the end of November 2022.
3. The contract for the architect was signed by the Parish Clerk on the 14<sup>th</sup> March.
4. Some incorrect statements, and personal attacks had been posted on Facebook regarding the tender and selection process for the architect for phase 2. The incorrect statements were refuted and an invitation was made to hold a public meeting to go through the selection process if anybody wanted to do so. No request has been received.
5. The pre application planning advice was received. There do not appear to be any onerous constraints. Key conclusions were:
  - The proposal is considered acceptable in principle.
  - There are elements of the design, appearance and layout which require consideration which will limit visual and residential amenity impacts.
  - The success or otherwise will depend on demonstration that the development complies with all of the stated policies.
6. The architects have provided designs, and layouts –pictures attached.
7. A meeting with the architects was held on 31<sup>st</sup> March to discuss the new design. A number of detailed comments have been fed back.
8. The exact positioning may have to alter slightly from that proposed as it appears that there is a high-pressure gas pipe running along the northern side of the recreation ground.
9. An initial consultation with villagers was held as part of the Community Action Day on 3<sup>rd</sup> April. Only 4 written comments were received. 3 were entirely positive, and the 4<sup>th</sup> requested plenty of youth club storage.
10. It is now proposed to hold a consultation event from 2-4 pm on Sunday 8<sup>th</sup> May, prior to a request to PPC at the 12<sup>th</sup> May meeting for approval of the design for planning permission submission. We would like to purchase a couple of large display boards for this which will probably cost about £75 +VAT, to be funded from contingency.
11. The current schedule is attached.
12. A funding meeting was held on 31<sup>st</sup> March.
13. A Zoom meeting has been arranged with the Football Foundation on 20<sup>th</sup> April.
14. There is an opportunity for another stall at this year's summer fair to show the proposed pavilion design.
15. 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 Report

**New Pavillion**

Cllr Goodman was asked by Cllr Maple to post information both on Pirton Finest Village and Pirton Parish Council Facebook pages regarding the latest changes to the new Recreation Ground concept and that Simon Knight had been appointed project architect – she did this on Sunday 13<sup>th</sup> March. There then ensued about 5 days of “noise” on the pages, of which the comments by several Pirton residents were duly noted and circulated around to both the PPC and the NPWG.

The NPWG worked up a statement to clarify the architect appointment process and this was subsequently posted last week, with no real further comments, apart from one about the need to upgrade the surface of the road leading to the recreation ground as there have been a couple of accidents where people have fallen over due to the potholes and uneven surface.

**Pirton.org**

Cllr Goodman circulated an email to the rest of the CWG and the PPC to get views about putting a separate button for the Pirton Recreation Ground and Clubhouse and Pirton Bury and Toot Hill. There were no objections, so this has been duly done – the relevant web pages for these facilities need to have better copy for them, and Cllr Maple and Helen Hofton have been asked to provide this. (Currently the Rec website page contains links to the PSSC for booking the clubhouse and to the Pirton Parish Council Website to view the latest information regarding the new Pavilion project)

**Community Action Day**

An Event for the Community Action Day was created on PPC Facebook page and an event was set up on the PPC website. The combination of FB, website and posters around the village garnered c. 50 people, and so this model should be used for further events.

A thank you article was created to be published in the May edition of the Parish Magazine, along with photographs taken from the various Facebook posts (big thanks to Cllr Parkin for recording many of the activities at the Rec)

**Annual Meeting in May**

How do we want to advertise this? Should we ask people to sign up via an Event?

**Spring Parish Council Newsletter**

All newsletters have been distributed, including a leaflet from Anglian Water about what not to put down your domestic drains.

When is the next one due, as whilst this one was planned for Jan, it was distributed in March?

**Facebook account**

In light of the amount of communications that will be required for various PPC events and the NPWG, along with the personal “trolling” of Cllr Goodman, the question arises, “Should we not have a generic Pirton Parish Council Facebook account”? It is possible, and Cllr Goodman would prefer if it was created so that it becomes less about her and more about the actual Council as a whole.