

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 14 July 2022 at 7.45 pm**

www.pirtonparishcouncil.org.uk

Present:

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

In attendance:

Mr Edward Roberts (Parish Clerk)

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**22-42 To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from Cllr Goodman, County and District Cllr D Barnard and District Cllr C Strong.

**22-43 Public Participation**

The local Rural Communications Officer from Citizens Advice was present. She gave a summary of their present position in the area, the Hitchin office having closed. She asked for suggestions for areas where assistance might be required in Pirton and the surrounding rural locations. It was agreed that publicity was the key and she would send contact details to the Clerk for dissemination. One member of the public was present. No matters were raised from the floor.

**22-44 To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

Declarations of interest were received and recorded from Cllr Burleigh as a member of Wild About Pirton, Cllr Parkin as a member of the Wrights Farm Working Group and Cllr Maple as a member of the PSSC Committee.

**22-45 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 9 June 2022 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 9 June 2022, be approved as a true and accurate record of the proceedings and be duly signed.

**22-46 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 30 June 2022: Unity Trust Account £66,793.59.
- b. It was **RESOLVED** that payments totalling £6923.65, as detailed on the monthly Finance Statement (Appendix A) be made.

**22-47 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 external auditors had noted an error of their own making on the AGAR. This had been changed and the revised document sent back to them. The report was still awaited.

The Public Rights period was still running and will end on 22 July. There had been no approaches to look at the accounts.

The missing bin was reported to NHDC on 16 June and the application to register the Nature Reserve as an Asset of Community Value was sent on the 29<sup>th</sup>. Thanks were noted to Cllr Burleigh for the justification. The nomination had been received by North Herts Council.

Play area inspections had been booked for the autumn with NHDC.

**22-48 To receive the New Pavilion Working Group report**

Cllr Maple had previously circulated the report (Appendix C). Matters raised included fund raising and grants. The planning application was hoped to be in before the end of the month. Cllr Maple went through the current Project Plan and it was noted that the increase in costs (up to 25% currently) would influence the Parish Council's borrowing requirements. The possibility of stage payments from the Section106 monies was to be investigated further.

**22-49 To approve the purchase of three 20' containers to be located at Pirton Recreation Ground for the use of sports clubs affiliated to Pirton Sports and Social Club. Costs to include delivery, but not installation or landscaping.**

It was noted that the requirement was actually for 2 x 40' and 1 x 20' containers and not as stated in the agenda. Cllr Maple went through the quotes received from four companies for the supply and delivery. Proposed by Cllr Burleigh, seconded by Cllr Rogers, that the Parish Council purchase 2 x 40' and 1 x 20' containers pre-painted green from Your 1<sup>st</sup> Containers. **AGREED** by all present. The cost would be in the region of £10.5k, excluding VAT, which would be recoverable.

**22-50 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllr Rowe had circulated the comments for Burge End Lane and it was agreed to send these to the planners. He also mentioned that he had had a response to his question regarding the converted barns at West Lane Farm and that the planners were looking into the matter of late completion.
- b. To receive an update on the Local Plan. Nil
- c. To receive an update on CALA Homes Ltd. Cllr Burleigh reported that following a surveyor's visit, Cala had written to the residents regarding boundary issues, stating that no boundaries were to be moved and no hedges bordering the site were to be interfered with or removed. It was agreed that there was no further need for Cala Homes to be a standing item on the agenda.
- d. To receive an update on Spitfire Homes. Nil. It was agreed that there was no further need for Spitfire Homes to be a standing item on the agenda.
- e. To receive an update on Blakeney Homes. Herts County Council had confirmed that the legislation cited by Blakeney for moving Footpath 005 was not the correct section and could not be used to divert the footpath. A formal application would need to be made under the relevant legislation.
- f. To receive an update on Wright's Farm. Little to report.

**22-51 To receive updates on Pirton road safety issues, including speed limits.**

Cllr Parkin had circulated her report. David Barnard had been asked for an update on the 20mph request, but a reply had not yet been received. Two of the 20'sPlenty posters had

been erected. A third will be erected at the junction of Hitchin Road and Great Green. Positive feedback had been received from residents. On the Speed Indicator Device, all the measurements had been taken and were being analysed.

- 22-52 To receive an update from the Communications Working Group.**  
In the absence of Cllr Goodman, there was no update.
- 22-53 To discuss the provision of a road safety mirror to improve visibility at the Holwell Road/Drovers Way junction.**  
It was agreed that a letter should be sent to Highways setting out residents' concerns about this junction and asking for recommendations.
- 22-54 To consider a grant application for £900 to maintain and improve Pirton Nature Reserve.**  
Proposed by Cllr Bright, seconded by Cllr Burleigh and **AGREED** by all present that £900 be granted for the maintenance of the Nature Reserve as a village asset.
- 22-55 To receive an update on costs for planting a hedge at Chipping Green.**  
Cllr Burleigh had sent round a report setting out general costs for a mixed native species hedge. Proposed by Cllr Rogers, seconded by Cllr Bright, that a sum of up to £750 be allocated for planting. **AGREED** by all present. The Clerk noted that this sum would come out of the Hedges & Trees Project Pot, which currently stood at a little over £2000.
- 22-56 To discuss topics and receive an update on progress with the September newsletter.**  
Cllr Maple ran through the timetable for publication and received a number of suggestions for articles. They would include Anglian Water and sewerage, the new pavilion and funding routes, an appeal for volunteers for the autumn action day and recruitment to the council and committees.
- 22-57 To discuss a resident's proposal to improve access to the Recreation Ground.**  
Following some discussion on this topic and the issues it raised, it was agreed to take no further action until the matter of Footpath 005 had been resolved. The Council agreed to put it on hold and discuss it again in three months time and to that end, it would be an agenda item in October. A letter would be sent to the resident who raised the suggestion confirming this course of action.
- 22-58 To receive reports on the following:**
- a. Parish Paths Partnership (P3). Cllr Rowe reported on a number of overgrown paths and suggested actions to be taken.
  - b. S106 Projects. Nil
  - c. Village Environment. The Tree Warden had suggested that a professional survey of the trees on Great Green was required.
  - d. Bury Trust. Cllr Maple had circulated a detailed report on the Trust's finances and made a number of suggestions on how to proceed. It was likely that an increase in financial support from the Parish Council would be needed in the future.
  - e. Village Hall. Nothing specific, although there are still problems with the alarm system that cannot be resolved. This will be discussed at the next committee meeting.
- 22-59 To suggest items for the next meeting of the Parish Council to be held on Thursday, 11 August 2022 at Pirton Village Hall at 7.45 pm.**
- a. An overview of the Neighbourhood Plan and what was required for revision.
  - b. A discussion on the new Conservation Area Draft Plan.

Meeting Closed: 10.21 pm.

PIRTON PARISH COUNCIL

MINUTES: 14 July 2022

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

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

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 30/06/2022

|                                   |            |                  |
|-----------------------------------|------------|------------------|
| Cash in Hand 01/04/2022           |            | 63,484.97        |
| <br>                              |            |                  |
| <b>ADD</b>                        |            |                  |
| Receipts 01/04/2022 - 30/06/2022  |            | 25,838.61        |
|                                   |            | 89,323.58        |
| <b>SUBTRACT</b>                   |            |                  |
| Payments 01/04/2022 - 30/06/2022  |            | 22,529.99        |
| <br>                              |            |                  |
| <b>A Cash in Hand 30/06/2022</b>  |            | <b>66,793.59</b> |
| (per Cash Book)                   |            |                  |
| <br>                              |            |                  |
| Cash in hand per Bank Statements  |            |                  |
| Petty Cash                        | 30/06/2022 | 0.00             |
| Pirton Parish Council Unity Trust | 30/06/2022 | 66,793.59        |
|                                   |            | <b>66,793.59</b> |
| <br>                              |            |                  |
| Less unrepresented payments       |            | 66,793.59        |
| <br>                              |            |                  |
| Plus unrepresented receipts       |            |                  |
| <br>                              |            |                  |
| <b>B Adjusted Bank Balance</b>    |            | <b>66,793.59</b> |
| <br>                              |            |                  |
| <b>A = B Checks out OK</b>        |            |                  |

## Payments

| Code                      | Date       | Description               | Supplier                                | Net             | VAT           | Total           |
|---------------------------|------------|---------------------------|-----------------------------------------|-----------------|---------------|-----------------|
| Water                     | 14/06/2022 | Allotments Water          | Castle Water                            | 51.67           |               | 51.67           |
| Bank Charges              | 30/06/2022 | Bank Charges              | Unity Trust Bank                        | 18.00           |               | 18.00           |
| Street Cleaner            | 14/07/2022 | Street Cleaning           | Tony Smart                              | 176.38          |               | 176.38          |
| Village Greens            | 14/07/2022 | Village Greens<br>Grass   | Andrew Burton                           | 480.00          |               | 480.00          |
| Sports Pavilion           | 14/07/2022 | Sports Pavilion<br>Design | Simon Knight Architects                 | 4,365.00        | 873.00        | 5,238.00        |
| Room Hire                 | 14/07/2022 | Room Hire                 | Village Hall                            | 37.00           |               | 37.00           |
| Salary                    | 14/07/2022 | Salary                    | Edward Roberts (Clerk)                  | 528.40          |               | 528.40          |
| Room (Office<br>Expenses) | 14/07/2022 | Expenses                  | Edward Roberts (Clerk)                  | 30.00           |               | 30.00           |
| Telephone                 | 14/07/2022 | Expenses                  | Edward Roberts (Clerk)                  | 20.00           |               | 20.00           |
| Postage & Mileage         | 14/07/2022 | Expenses                  | Edward Roberts (Clerk)                  | 20.70           |               | 20.70           |
| Stationery                | 14/07/2022 | Expenses                  | Edward Roberts (Clerk)                  | 6.00            |               | 6.00            |
| Tax                       | 14/07/2022 | Tax & Employers<br>NI     | HMRC Clerk's Tax                        | 132.00          |               | 132.00          |
| Room Hire                 | 14/07/2022 | Room Hire                 | Pirton Sports and Social Club<br>(PSSC) | 36.00           |               | 36.00           |
| Street Cleaner            | 14/07/2022 | Bin Rental                | Pirton Sports and Social Club<br>(PSSC) | 149.50          |               | 149.50          |
| <b>Total</b>              |            |                           |                                         | <b>6,050.65</b> | <b>873.00</b> | <b>6,923.65</b> |

## Receipts

Nil

Appendix B – Planning Applications

| Reference              | Detail                                                                                                                                                                                                                                                                                            |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>22/01652/FPH</b>  | <p><b>Ashburn, Burge End Lane, Pirton</b></p> <p><i>Erection of detached triple garage and carport outbuilding with home office above following demolition of existing triple garage.</i></p> <p>Comments to Tom Rea by 17 July 2022</p> <p><b>Objection and comments on several grounds.</b></p> |
| ii <b>22/00987/LBC</b> | <p>1 – 3 Crabtree Lane, Pirton</p> <p><i>Replace 4no. single-glazed, double-casement windows on the front elevation with double-glazed, timber windows</i></p> <p>Comments to Mark Simmons by 21 July 2022</p> <p><b>No objections</b></p>                                                        |

**Planning Decisions** (for information only)

| Reference             | Detail                                                                                                                                                                                                                                                                                                                  |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>21/00712/LBC</b> | <p>1 – 3 Crabtree Lane</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 double-glazed window (as amended by casement window joinery section drawing received on 15/06/2022).</i></p>    |
| ii <b>21/02768/FP</b> | <p>Consent granted 22 June 2022</p> <p>Oughtonhead Pumping Station, Hitchin Road, Pirton</p> <p><i>Upgrade of existing pumping station to provide nitrate removal plant and equipment including change of use of land for operational purposes and all associated works.</i></p> <p>Permission granted 28 June 2022</p> |

|                                          |
|------------------------------------------|
| <p>Signed: _____</p> <p>Dated: _____</p> |
|------------------------------------------|

## Appendix C - New Pavilion Working Group Report

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

1. The Working Group has met formally 8 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 Nov 2022.
3. A revised cost estimate for the new design has been received. Not unexpectedly inflation has caused a significant uplift in the estimate – by c20/25%. Options for cost reduction have been considered, with the easiest one being less tarmac in the car park. There will be some other areas that can be value managed a little but unless we reduce the size of the building substantially, or unless inflationary prices drop there is no route to reduce the price by 20/25%.
4. A significant element of cost increase is for a more sustainable building with high levels of insulation, air source heat pumps and solar panels. While these were originally seen as optional if affordable, they are now included both because of the desire for a “green” building and to meet more stringent building regulations.
5. Final minor changes to drawings, the Design and Access statement and the sustainability report are being made for planning permission submission by the end of this month following PPC approval at the 12<sup>th</sup> May PPC meeting.
6. Cladding is proposed to be bare larch, although this could be stained if desired. This is a natural finish which will silver with age.
7. Cadent are unable to tell us exactly where their gas pipe is, but we now know that there is an easement of  $\pm 3\text{m}$  on either side, and the roof must not overhang this easement. The roof overhangs at either end are being reduced by 0.5m and the building is being moved by c2m to seek to avoid any interference with the pipe. To locate the gas pipe accurately will require trial hole digging which will cost maybe £1k. It is proposed to deal with this when detailed surveys are done prior to construction.
8. An updated level 1 programme has been produced and this attached.
9. Quotes have been obtained for 2x 40 foot, and 1x20 foot containers with the aim of installing them over the summer while the ground is hard. The cost of these has increased substantially since the estimate in February 2020, and the £8k that was allowed for in this year’s budget will no longer cover the cost. The quotes, including options are attached, and the PPC is requested to approve an option.
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 purchase of 2 x 40ft, and 1 x 20ft containers for storage at the Recreation Ground.

Simon Maple

### Provision of storage containers

1. It was agreed that the most cost-effective way of providing replacement storage when the new pavilion is built is to use containers – 2 x 40 ft near the tennis courts, and 1 x 20 ft in the corner of the car park by the playground.
2. To cover permission, following advice from the planning dept at NHDC it was proposed, and agreed to submit a Lawful Development Certificate after installation.
3. When the plan was made, the quote for a 40 ft container (used) was £1700 plus VAT including lock box and delivery. £8k was allocated in the 2022/23 budget to cover the costs.
4. Prices have now increased substantially (post pandemic) as shown in the attached table, and will exceed £8k for the three containers.
5. The ground needs to be dry for installation near the tennis courts, so this needs to be done before the Autumn rain.

PPC is REQUESTED to select a preferred option, and APPROVE the relevant spend.

Simon Maple  
July 2022

### Container quotation options

For 2 x 40 ft, plus 1 x 20 ft containers with lock boxes, delivered to site.  
Prices are in £, excluding VAT, which is chargeable at 20%.

|                                    | Used | Used<br>40 ft<br>high<br>cube | 1 trip | New | Painting<br>(for<br>used) | Used,<br>painted | Restrictions                                                                     |
|------------------------------------|------|-------------------------------|--------|-----|---------------------------|------------------|----------------------------------------------------------------------------------|
| Your 1 <sup>st</sup><br>Containers | 8810 |                               | 12840  |     | 1200 -<br>1650            | 10010 -<br>10460 | Only unload on<br>hard standing<br>ground.                                       |
| Cleveland<br>containers            | 9010 |                               | 13970  |     |                           |                  |                                                                                  |
| S Jones<br>containers              | 9670 | 9870                          | 14333  |     | 1800                      | 11470            | Possible 65 ft<br>vehicle.<br>Unless agreed<br>no drive over<br>wet or dry grass |
| Pentalver                          | 9800 |                               | 12825  |     |                           |                  |                                                                                  |