

# Pirton Parish Council



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

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

## Present:

Cllr J Rogers (Chair), Cllr S Bright, Cllr D Burleigh, Cllr A Goodman, Cllr M Parkin

## In attendance:

Mr Edward Roberts (Parish Clerk)

---

### 22-99 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from Cllrs Maple and Rowe.

### 22-100 Public Participation

There were no members of the public present. District Cllr C Strong attended.

### 22-101 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 Cllrs Burleigh and Goodman as members of Wild About Pirton, Cllr Parkin as a member of the Wrights Farm Working Group, Cllr Bright as a member of the PSSC and Cllr Rogers as an interested party in item 22-108a, being a near neighbour.

### 22-102 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 8 September 2022 as a true and accurate record.

It was **RESOLVED** that the minutes of the Council Meeting held on 8 September 2022, be approved as a true and accurate record of the proceedings and be duly signed.

### 22-103 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as at 30 September 2022: Unity Trust Account £74,468.83.
- b. It was **RESOLVED** that payments totalling £2554.93, as detailed on the monthly Finance Statement ([Appendix A](#)) be made.

### 22-104 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 second tranche of the precept had been paid, a new "No Dogs" sign had been installed at the Colemans Close play area and that donations had started coming in for the new pavilion project. Donations currently stood at £5769.47. The sum was not a round figure as the donations through GoFundMe were subject to a charge of approximately 4%.

The now annual letter from Essex & Herts Air Ambulance had been received, asking for a donation. There was general agreement that this was a good cause to support and it would be an agenda item at the next meeting.

**22-105 To agree the appointment of an internal auditor for the financial year 2022-23.**

The Clerk had obtained quotes from three companies and had circulated a document summarising their offer. He had also had some information on the Hertfordshire Internal Audit Service from HAPTC. Proposed by Cllr Rogers and seconded by Cllr Burleigh that April Skies Accounting (Mike Platten) be appointed as the internal auditor for the financial year 2022-23. **AGREED** by all present.

**22-106 To receive the New Pavilion Working Group report.**

Cllr Maple was not at the meeting but had previously circulated the report (Appendix C). An objection to the planning application had been raised by Sport England in that the cricket boundary is short in the area towards the pavilion. Options to resolve this are currently being investigated and a meeting with Herts Cricket is planned for next week.

There was some discussion over the rising costs of the project and the current significant rise in interest rates for borrowing money. The councillors present approved the execution of the next steps for fund raising outlined in the report.

Before taking any decision on the letting of any contract for additional cricket wickets, the Council required more information, particularly on the legal basis for the objection.

**22-107 To approve the composition and terms of reference of the new Pavilion Funding Working Group.**

Proposed by Cllr Burleigh and seconded by Cllr Goodman that the draft Terms of Reference for the Group be approved. **APPROVED** by all present.

**22-108 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh had circulated draft responses to the applications from the Planning Working Group and these were agreed. The Clerk was to send them off to the planners once the final drafts were received.
- b. To receive an update on the Local Plan. Cllrs Burleigh and Parkin had reviewed the document and Cllr Strong stated that North Herts Council would be meeting to progress it.
- c. To receive an update on Blakeney Homes. An email had been received from the householder setting out his plan to apply to divert Footpath005 around his property and confirming that he owned the green space adjacent to the path.
- d. To receive an update on West Lane Farm. Cllr Parkin reported that the Farm had been on the market but had now been withdrawn from the agent's website.
- e. To consider the situation with regard to Wright's Farm. Cllr Parkin had circulated her report. The original meeting scheduled for September had been cancelled and would now take place in November. There was little progress otherwise.

**22-109 To agree to dissolve the Pirton Neighbourhood Plan Steering Group.**

Cllr Burleigh explained that the Parish Council had the power to dissolve the Group as a working group of the council, but not to dissolve the Group itself. Proposed by Cllr Goodman and seconded by Cllr Parkin, that the Pirton Neighbourhood Plan Steering Group be dissolved as a working group of the Parish Council. **AGREED** by all present.

**22-110 To agree a date for the annual budget meeting (24 November).**

It was agreed to hold the annual budget meeting on Thursday 24 November at 7.30pm.

- 22-111 To approve the new Doc027 Pirton Parish Council Safeguarding policy.**  
Proposed by Cllr Burleigh and seconded by Cllr Bright, that the new Doc027 Pirton Parish Council Safeguarding policy be approved. **APPROVED** by all present.
- 22-112 To receive updates on Pirton road safety issues, including speed limits.**  
Cllr Parkin had circulated her report. There was little progress to report. It was agreed to publicise the danger of placing signs for village events at road junctions where they often reduced the visibility.
- 22-113 To receive an update from the Communications Working Group.**  
Cllr Goodman had prepared a short report for the parish magazine which was approved.
- 22-114 To receive a report on the Community Action Day held on 2<sup>nd</sup> October**  
Cllr Goodman had circulated her report. It was agreed that it had been an excellent day for all present. Cllr Goodman highlighted the actions to be taken going forward. The PSSC would be booked well in advance of the next proposed day on 2 April 2023.
- 22-115 To approve the payment to the Methodist Church of £50 for room hire on the the Community Action Day.**  
**APPROVED** by all present.
- 22-116 To approve donations to the Pirton Pre-school and Pirton Youth Club to mark their assistance at the Community Action Day, in line with similar donations in April.**  
**APPROVED** by all present.
- 22-117 To agree the provision of a wreath from the Royal British Legion for Remembrance Sunday at a cost not to exceed £30.**  
**AGREED** by all. Donation to the Royal British Legion to be £30.
- 22-118 To consider funding sources for the proposed hedge to be planted on Chipping Green.**  
Cllr Goodman confirmed that funding from the Queen's Green canopy project of £350 was available for the hedge. There was some concern over the shade provided by the tree on the Green, which may need cutting back.
- 22-119 To agree the location of the "No Parking" sign to be placed on Chipping Green.**  
Following some discussion, it was agreed that a site visit was required to determine the best location. There was a possible danger that the sign might constitute a trip hazard if not properly placed.
- 22-120 To discuss a resident's proposal to improve access to the Recreation Ground (carried forward from July's meeting).**  
Cllr Burleigh made the point that the access road into Cotman End was a private road, with access only for residents. The right of way that the Parish Council currently enjoys cannot legally be interrupted. There was also the need to sort out Footpath 005 and that in itself could take some time. It was agreed that this matter could be taken no further at this time. The Clerk was to write to the resident concerned.
- 22-121 To receive reports on the following:**
- a. Parish Paths Partnership (P3). Nil
  - b. S106 Projects. Cllr Burleigh had written and was waiting for a response .
  - c. Village Environment. Cllr Goodman asked if the bin at the top of Little Lane could be reinstated now that the vegetation had been cut back. The Clerk was to investigate.
  - d. Bury Trust. Little to report. The Trust next meets on 19 October 2022.
  - e. Village Hall. The use of the hall had been considered as a "warm space" for the community. This would need to be supervised and talks would take place with Joycare.

**22-122 To suggest items for the next meeting of the Parish Council to be held on Thursday, 10 November 2022 at Pirton Village Hall at 7.45 pm.**

- a. Cllr Bright raised the issue of dangerous parking, particularly where paths were being blocked with contractors' vehicles. Pedestrian safety was paramount.

**Meeting Closed: 22.14 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 30/09/2022

Cash in Hand 01/04/2022

**ADD**

Receipts 01/04/2022 - 30/09/2022

**SUBTRACT**

Payments 01/04/2022 - 30/09/2022

**A Cash in Hand 30/09/2022**  
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	30/09/2022	0.00
Pirton Parish Council Unity Trust	30/09/2022	74,468.83

**74,468.83**

Less unrepresented payments

74,468.83

Plus unrepresented receipts

**B Adjusted Bank Balance**

**74,468.83**

**A = B Checks out OK**

Signed: _____
Dated: _____

## Payments

Code	Date	Description	Supplier	Net	VAT	Total
Bank Charges	30/09/2022	Bank Charges	Unity Trust Bank	18.00		18.00
Street Cleaner	13/10/2022	Street Cleaning	Tony Smart	170.00		170.00
Room Hire	13/10/2022	Room Hire	Pirton Methodist Church	50.00		50.00
Other	13/10/2022	Donation	Pirton Pre-school	25.00		25.00
Other	13/10/2022	Donation	Pirton Youth Club	20.00		20.00
Newsletter	13/10/2022	Newsletter Printing	Form IT	588.00		588.00
Room Hire	13/10/2022	Room Hire	Pirton Sports and Social Club (PSSC)	18.00		18.00
Village Greens	13/10/2022	Village Greens Grass	Andrew Burton	320.00		320.00
Playground	13/10/2022	No Dogs Signs	Edward Roberts (Clerk)	31.28	6.26	37.54
Village Greens	13/10/2022	No Parking Sign	Marilyn Parkin	54.45	9.90	64.35
Website/IT	13/10/2022	Neighbourhood Plan Website	Jonty Wild	99.45	19.89	119.34
Training	13/10/2022	Clerk Training	HAPTC	30.00		30.00
Website/IT	13/10/2022	Website Hosting	Matt Porter Web Design	168.00		168.00
Salary	13/10/2022	Salary	Edward Roberts (Clerk)	558.90		558.90
Room (Office Expenses)	13/10/2022	Expenses	Edward Roberts (Clerk)	30.00		30.00
Telephone	13/10/2022	Expenses	Edward Roberts (Clerk)	20.00		20.00
Postage & Mileage	13/10/2022	Expenses	Edward Roberts (Clerk)	34.20		34.20
Tax	13/10/2022	Tax & Employers NI	HMRC Clerk's Tax	139.60		139.60
Society of Local Council Clerks (SLCC)	13/10/2022	Annual Subscription	Edward Roberts (Clerk)	144.00		144.00
				<b>2,518.88</b>	<b>36.05</b>	<b>2,554.93</b>

## Receipts

Code	Date	Description	Supplier	Net	Total
Precept	09/09/2022	Precept Second Payment	North Herts District Council (NHDC)	21,640.42	21,640.42
Grants	09/09/2022	CTRS Second Payment	North Herts District Council (NHDC)	359.58	359.58
Parking Permits	09/09/2022	Parking	Allard	5.00	5.00
New Pavilion	20/09/2022	Donation	R W & P A Finbow	1,000.00	1,000.00
New Pavilion	22/09/2022	Donation	Keith Hooton	150.00	150.00
Tennis Club	03/10/2022	Tennis Club Rental	Pirton Tennis Club	1,025.97	1,025.97
Tennis Club	03/10/2022	Tennis Club Rental	Pirton Tennis Club	453.70	453.70
New Pavilion	06/10/2022	Donation	William Spencer	180.00	180.00
New Pavilion	06/10/2022	Donation	Chris Ryan	10.00	10.00
New Pavilion	06/10/2022	Donation	Peter Donovan	200.00	200.00
New Pavilion	06/10/2022	Donation	Richard Randall	110.00	110.00

PIRTON PARISH COUNCIL

MINUTES: 13 October 2022

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

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

New Pavilion	10/10/2022	Donation	GoFundMe	19.17	19.17
New Pavilion	10/10/2022	Donation	SM Tpt Consult	2,000.00	2,000.00
New Pavilion	10/10/2022	Donation	Pirton Tennis Club	1,000.00	1,000.00
New Pavilion	11/10/2022	Donation	GoFundMe	96.60	96.60
New Pavilion	12/10/2022	Donation	GoFundMe	145.40	145.40
New Pavilion	13/10/2022	Donation	GoFundMe	48.30	48.30
				<b>28,444.14</b>	<b>28,444.14</b>



## Appendix B – Planning Applications

Reference	Detail
i <b>22/01990/PNAA</b>	<p><b>34 Royal Oak Lane, Pirton</b></p> <p><i>Additional Storey/s : Conversion of bungalow into a two storey dwelling involving raising of roof to create a first floor (as amended by plan received 07/09/22)</i></p> <p>Comments to Andrew Hunter by 1 October 2022 (extended to 14<sup>th</sup>)</p>
ii <b>22/02401/FPH</b>	<p><b>The Bungalow, Little Lane, Pirton</b></p> <p><i>Extensions and alterations to existing roof including insertion of three front dormer windows and one rear rooflight to facilitate loft conversion to create habitable space at first floor level. Two storey side extension and single storey rear extension following demolition of existing conservatory and outbuilding. Front open sided porch and external rendering. Erection of detached double garage.</i></p> <p>Comments to Andrew Hunter by 6 October 2022 (extended to 14 October)</p>
iii <b>22/02484/FPH</b>	<p><b>Shillington Road, Pirton</b></p> <p><i>Two storey extension to rear and both side elevations including first floor rear balcony and rear Juliette balcony and first floor front extension following demolition of existing detached garage.</i></p> <p>Comments to Alex Howard by 21 October 2022</p>

## Planning Decisions (for information only)

Reference	Detail
i <b>22/01977/FPH</b>	<p><b>13 Royal Oak lane, Pirton</b></p> <p><i>Erection of detached timber clad garden office/shed.</i></p> <p>Permission granted 27 September 2022</p>
ii <b>22/02074/FPH</b>	<p><b>The Georgian House, 42 Royal Oak Lane, Pirton</b></p> <p><i>Single storey rear extension</i></p> <p>Permission granted 28 September 2022</p>

## Appendix C - New Pavilion Working Group Report

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

1. The Working Group has met formally 11 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
- Planning permission**
3. Although Sport England are “fully supportive of the new pavilion” they have raised a Holding Objection to the Planning Permission application (there are no other objections).
4. There are some non-statutory points raised:
  - Changing rooms shown as 19.6m<sup>2</sup> but end to be 20m<sup>2</sup> minimum. This is easily addressed.
  - Current thinking (guidance will be updated) is that showers should have cubicles rather than open showers. This will reduce the number of showers per changing area to 3, but the change will be made.
  - ECB would like (at least) the home changing room to have a view of the cricket pitch. The away changing room has high level windows which have a view of the cricket pitch. The home and away changing rooms will be swapped to resolve this issue.
  - Guidance is that 2 toilets per changing room is desirable, we have 1. Adding a second would increase the length of the pavilion by c1.5m, and add cost. It is proposed to retain the one (plus the separate public toilets).
5. The statutory point is that the cricket boundary is about 40m to the north west towards the new pavilion, but ECB seek 45m. Also, a 3m run off zone should be provided. There are 3 options to resolve this:
  - Move the proposed pavilion location
  - Move the cricket square, including the AstroTurf pitch
  - Add extra pitches (wicket strips) to the East – far side of the cricket square.
 Sport England (in consultation with ECB and Herts cricket) recommend the 3<sup>rd</sup> (cheapest) option. The football authorities are reported to be comfortable with the pitches.
6. Sport England (taking account of ECB views) recommend using a Sports Turf Consultant to do drawings and feasibility for extending the square. There are 3 ECB recommended consultancies, and having received details of these, Simon Knight has requested indicative costs and timescales for this exercise. Responses are:
 

Total Turf (Northampton)	- Unable to help due to current workload
STRI (W. Yorkshire)	- £4480 plus £140/hr for additional design team meetings. Timescale not given.
TGMS (Amphill)	- Verbal feedback c£1500, c2 wks
7. We are seeking a view from NHDC’s planning officer (Tom Rea) via Simon Knight regarding Sport England’s holding objection. The options appear to be:
  - Employ TGMS to do drawings and feasibility. Assuming satisfactory to ECB and Sport England they would seek a planning condition for construction within a given timescale, but would presumably provide sufficiently supportive comments to NHDC. Hopefully NHDC would grant planning permission.
  - Simon Knight to amend drawings showing new pitches, and compliance with ECB dimensions. Sport England would presumably raise an objection on the basis of lack of demonstration of feasibility, we don’t know how NHDC will react pending the conversation with Tom Rea.
8. The pitches nearest the pavilion (with shorter distances to the NW boundary) would be used for Colts cricket (shorter boundaries apply).
9. The boundary to the north (towards the line of trees, benches and hedge) may not meet the requirements, but ECB are not seeking changes except where we are affecting the boundary as a result of the new pavilion. They accept that the current arrangement is non compliant.
10. We will be seeking funding from Sport England and ECB, although we don’t know if this will be successful. Presumably it is more likely to be successful if we follow option 1 above, but it may not be successful with either option.

11. The delay in providing the storage facility has eased short term cash flow as the £8k (subsequently increased to £10.5k) that was approved for purchase of containers is not required until a few months before demolition and construction begins.
12. Pending the discussion with Tom Rea (which may change the recommendation), it is recommended that PPC approve the letting of a contract to TGMS to produce drawings and feasibility at a price not to exceed £2k. [Note we only currently have a verbal response and need confirmation in writing of the remit, cost and timescale before proceeding.]

**Funding**

13. The NPWG is drafting a funding plan taking account of the recent c25% cost estimate increase. A cost estimate of £894k is assumed in line with the latest cost plan. The plan assumes funding:

Section 106	£180k
Football Foundation	£225k
Other grants, donations and fund raising	£200k
(Other grants            £125k	
Sponsorship/donations   £65k	
Fundraising                £10k)	
Loan taken out by the PPC, repaid by the precept	£289k

14. The Development Project plan had assumed that the PPC would take out a long-term loan of £290k. If this is increased by 25% it would be £362.5k. The initial funding plan used a figure of £350k. However, the aim is to treat the £289k as a maximum at this stage.
  15. An application has been made to NHDC for £50k of funding. There are two outstanding items for this application to proceed:
    - Provision of a PPC Safeguarding Policy (subject to a separate agenda item for the PPC meeting)
    - Provision of 3 formal quotes for the new pavilion. It has been confirmed with the Parish Clerk that it is within the delegated authority of the NPWG to seek these quotes. They are not tenders for contract. A proposed letter to request these is attached.
  16. A request for grant funding for up to 10% of the anticipated cost has been made to Rand's.
  17. A crowd funding page with Gofundme has been set up for donations, and the Parish Clerk is able to receive these donations for the New Pavilion Fund. To date £420 has been donated (but c3% is taken as a charge).
  18. Following the delivery of a letter seeking donations, sponsorship and fundraising along with the Newsletter to all houses in Pirton £6,540 has been donated or pledged.
  19. In total for the other grants, donations and fund-raising section of the funding plan:
    - Other grants totalling £139k have been applied for – target £125k
    - Sponsorship/donations received or pledged total £6,960, at 10.7% of the target of £65k.
    - Fundraising has raised £810 (4.1%) against a target of £10k.
  20. Attached is a draft presentation of fund-raising progress.
  21. A fund-raising gig is booked for 26<sup>th</sup> November with a band whose previous incarnation as the Shambles was a successful local band.
  22. The next steps for fund raising are:
    - Apply for grants from other groups including Sport England and ECB
    - Write to local groups/clubs requesting donations/sponsorships
    - Write to larger organisations (including CALA, Spitfire, Blakeney, Luton airport, Sainsbury's etc) seeking donations/sponsorships
    - Organise more fund-raising events
 Authority to proceed with these is requested.
  23. We need more resources to assist with fundraising, ideally a team of 4 or more. A separate agenda item requests PPC to approve Terms of Reference for a new funding working group.
- Loan and bridging loan**
24. At the next PPC meeting on 1<sup>st</sup> November (and to be ratified at the annual budget meeting) PPC will be requested to approve:
    - Taking out a loan for c£30k for the next stage of work
    - Taking out a loan for up to a further £259k over a 30-40 year period

Signed: _____
Dated: _____

Taking out a bridging loan for c£548k that would be for a 30-40 year period, but to be repaid after 12 months

All 3 are subject to achieving planning permission, and the latter 2 (which would be later on in the financial year) are subject to raising sufficient funding from the Football Foundation, other grants, sponsorship and donations, and fundraising.

25. A separate paper is attached providing further details on funding, particularly with regards to the bridging loan. Interest rates (and costs) have been rising so detailed figures will be provided for the 1<sup>st</sup> November, including confirmations on arrangements for loans from the PWLB.
26. 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 (subject to confirmation) the letting of a contract to TGMS for a maximum of £2k to produce drawings and feasibility for additional cricket pitches so as to meet ECB expectations.
  - d. APPROVE the execution of the next steps for fund raising outlined above.

Simon Maple