

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 8 December 2022 at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

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

In attendance:

Mr Edward Roberts (Parish Clerk)

22-139 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from Cllrs Bright and Rowe.
Apologies were received after the meeting from District Cllr C Strong.

22-140 Public Participation

One member of the public was present. A resident of Great Green, he attended to provide guidance and liaison for repairs to the pot-holed track. Further details are under Item 22-153, which was moved up the agenda.

22-141 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 Goodman as a member of Wild About Pirton, Cllr Parkin as a member of the Wrights Farm Working Group, Cllr Maple as a member of the PSSC.

22-142 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 10 November 2022 as a true and accurate record.

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

22-143 To confirm and sign the Minutes of the Annual Budget Meeting held on Thursday 24 November 2022 as a true and accurate record.

It was **RESOLVED** that the minutes of the Annual Budget Meeting held on 24 November 2022, be approved as a true and accurate record of the proceedings and be duly signed.

22-144 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as at 30 November 2022: Unity Trust Account £79,449.71.
- b. It was **RESOLVED** that payments totalling £2588.77, as detailed on the monthly Finance Statement ([Appendix A](#)) be made.

22-145 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.

He reported that donations and pledges for the new pavilion now stood at a little over £10k. The VAT refund had been received from HMRC and the new contract for grass

PIRTON PARISH COUNCIL

MINUTES: 8 December 2022

Signed: _____

Dated: _____

cutting of the village greens was in place. He had contacted the PWLB for advice on the loan for the new pavilion, but despite chasing them, had not yet received a reply. The external auditor for the next 5 years had been confirmed as PKF Littlejohn.

The Clerk was in correspondence with Highways over repairs to the lights on the access track to the Recreation Ground. They currently do not accept responsibility for them and the Clerk is awaiting a response to his latest email submission.

The Clerk is also liaising with the landowner over repairs to the potholes in the access track and a second quote for the work will be reported to the Parish Council in due course.

22-146 To receive the New Pavilion Working Group report.

Cllr Maple had previously circulated the report (Appendix C). A slight reorientation of the building and the move of two cricket wickets mean that the Sport England holding objection to the plans should be removed, allowing North Herts Council to agree planning permission by the end of the year.

Cllr Burleigh suggested that the costs for the project now appeared to be out of all proportion for the requirement for a sports pavilion for a small village. It was a serious concern that the final cost was fast approaching one million pounds. Cllr Rogers agreed that it was an extraordinary amount of money, but that the pavilion would be an asset to the village.

Thanks were expressed to the Working Group for their hard and effective work on the project to date.

22-147 Planning.

- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh stated the thoughts of the Planning Group on application 22/02890/S73 and would draft a suitable response for the planning officer. The second application, for a greenhouse, was essentially a procedural exercise and there were no objections.
- b. To receive an update on the Local Plan. Nil
- c. To receive an update on Blakeney Homes. Nil
- d. To receive an update on West Lane Farm. Nil
- e. To consider the situation with regard to Wright's Farm. Cllr Parkin reported that there was little in the way of updates.

22-148 To discuss the Boundary Commission changes to the North Herts election ward boundaries.

It was agreed that the Clerk should respond to the consultation.

22-149 To discuss a response to the letter received from the Pirton Sports & Social Club regarding payments for new pavilion meetings and bin emptying.

The Parish Council welcomed the agreement of the PSSC that meetings and events associated with the new pavilion should be held free of charge at the current premises, with the monies otherwise expended being put towards the new pavilion.

It was agreed that the Clerk should write to the PSSC stating that on balance the Parish Council considered that the paying into the new pavilion fund of the annual £600 contribution for the Urbaser bin was a better use of public funds. The point was made that the majority of the waste that goes into the Urbaser bin was from the PSSC. The arrangement had been instigated during the pandemic and the Club was now on a very sound financial footing.

22-150 To receive updates on Pirton road safety issues, including speed limits.

Clr Parkin had circulated her report, but there was little new in the way of updates. Cllr Burleigh spoke on the matter of parking on the Greens in the village, noting that contractors had been parking on Little Green. The Clerk would draft a suitable 'information note' to inform vehicle owners that they were illegally parked.

22-151 To discuss the possible provision of recycling bins at Pirton Recreation Ground.

It was agreed that as a general principle, recycling should be encouraged, particularly at the Recreation Ground, as a significant quantity of the waste in the bins could be recycled. The main problem was the actual practicality of doing this and coming up with a workable solution. The Clerk read out an email on the subject received from the Chairman of the Pirton Sports & Social Club.

Clr Burleigh agreed to investigate the provision and costs of non-domestic recycling and would report back.

22-152 To receive an update from the Communications Working Group.

Clr Goodman had circulated her report. It had been a relatively quiet month, with little if any response to the appeal for volunteers to join the new pavilion fundraising group.

22-153 To agree actions to be taken for the necessary maintenance of the Great Green track.

Clr Parkin had got a quote for work to fill in the potholes. The Parish Council had previously agreed to fund up to £350 for materials, but the labour costs would have to be borne by the residents. It was agreed that the holes really needed "squaring off" for any infilling to be effective and further quotes for this work would be sought. A Great Green resident agreed to liaise with the residents over costs and would also get a quote for the work.

22-154 To discuss the repair of the streetlights on the access road to the Recreation Ground.

It was agreed that in the event that the Clerk received a negative, or no, response from Highways, then Ringways should be contacted. Proposed by Cllr Rogers and seconded by Cllr Burleigh that a sum not to exceed £200 was authorised to be spent by the Clerk to get the light fixed.

22-155 To receive reports on the following:

- a. Parish Paths Partnership (P3). Nil
- b. S106 Projects. Nil
- c. Village Environment. Parking on the Greens had already been covered under 22-150. Cllr Goodman reported that the Village of the Year sign on Little Green had been repaired, microchalk had been spread in Blacksmiths Pond and that the Environment Committee really needed further volunteers to be co-opted. The latter would be publicised. The street cleaner had reported that there were a number of signs left behind by contractors following road works. He had contacted Highways but it was their opinion that these were the contractors' responsibility. Cllr Goodman would try to quantify and identify the offenders in the new year.
- d. Bury Trust. Cllr Goodman had circulated a detailed report. Further fencing repairs are needed and it is hoped to hold a working day in February to open up the view of Toot Hill from The Bury.
- e. Village Hall. Cllr Parkin had attended the AGM and circulated her report.

22-156 To suggest items for the next meeting of the Parish Council to be held on Thursday, 12 January 2023 at Pirton Village Hall at 7.45 pm.

- a. Nil

Meeting Closed: 22.05 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 30/11/2022

	63,484.97
Cash in Hand 01/04/2022	63,484.97
ADD	
Receipts 01/04/2022 - 30/11/2022	59,180.21
	122,665.18
SUBTRACT	
Payments 01/04/2022 - 30/11/2022	43,215.47
A Cash in Hand 30/11/2022	79,449.71
(per Cash Book)	
Cash in hand per Bank Statements	
Petty Cash	30/11/2022 0.00
Pirton Parish Council Unity Trust	30/11/2022 79,469.71
	79,469.71
Less unrepresented payments	20.00
	79,449.71
Plus unrepresented receipts	
B Adjusted Bank Balance	79,449.71
A = B Checks out OK	

Signed: _____ Dated: _____

Payments

Code	Date	Description	Supplier		VAT	Total
Street Cleaner	08/12/2022	Street Cleaning (Trolley)	Edward Roberts (Clerk)	124.00	24.80	148.80
Pond Maintenance	08/12/2022	Blacksmiths Pond Water Treatment	Fishkit Ltd	420.00	84.00	504.00
Salary	08/12/2022	Salary & Back Pay	Edward Roberts (Clerk)	969.20		969.20
Room Hire	08/12/2022	Room Hire	Village Hall	18.50		18.50
Room Hire	08/12/2022	Room Hire	Pirton Sports and Social Club (PSSC)	90.00		90.00
Grants	08/12/2022	Grant	Essex and Herts Air Ambulance	200.00		200.00
Room (Office Expenses)	08/12/2022	Expenses	Edward Roberts (Clerk)	30.00		30.00
Telephone	08/12/2022	Expenses	Edward Roberts (Clerk)	20.00		20.00
Postage & Mileage	08/12/2022	Expenses	Edward Roberts (Clerk)	42.25		42.25
Street Cleaner	08/12/2022	Street Cleaning	Tony Smart	225.25		225.25
Tax	08/12/2022	Tax & Employers NI	HMRC Clerk's Tax	242.20		242.20
Employer's NI	08/12/2022	Tax & Employers NI	HMRC Clerk's Tax	62.57		62.57
Room Hire	08/12/2022	Room Hire	Pirton Sports and Social Club (PSSC)	36.00		36.00
				2,479.97	108.80	2,588.77

Receipts

Code	Date	Description	Supplier	Net	Total
New Pavilion	11/11/2022	Donation	Pirton Sports and Social Club (PSSC)	1,300.00	1,300.00
VAT Reclaimed	11/11/2022	VAT Reclaim	HMRC VAT	2,244.06	2,244.06
New Pavilion	21/11/2022	Donation	Rupert Hennen	4.60	4.60
New Pavilion	29/11/2022	Donation	Stephen & Suzanne Allinson	150.00	150.00
New Pavilion	05/12/2022	Donation	Pirton Sports and Social Club (PSSC)	36.00	36.00
Total				3,734.66	3,734.66

Appendix B – Planning Applications

Reference	Detail
i 22/02890/S73	<p>12 Davis Crescent, Pirton</p> <p><i>Section 73 Application : Variation of condition 2 (retention of single storey rear extension as built - existing dwelling; insertion of additional rooflight on rear elevation and alterations to openings - new dwelling) of planning permission 20/00529/FP granted 06/07/2022 for single storey rear extension, insertion of dormer window in rear roof slope to facilitate loft conversion, alterations to openings, and detached office building and parking spaces within the front garden. Erection of one detached 2-bed dwelling in rear garden including two parking spaces and creation of vehicular crossover off Little Lane.</i></p> <p>Comments to Andrew Hunter by 23 December 2022.</p>
ii 22/03021/FPH	<p>13 Royal Oak Lane, Pirton</p> <p><i>Erection of green house in rear garden.</i></p> <p>Comments to Andrew Hunter by 25 December 2022</p>

Planning Decisions (for information only)

Reference	Detail
i 20/01990/PNAA	<p>34 Royal Oak lane, Pirton</p> <p><i>Enlargement of detached bungalow by the construction of an additional storey to result in an overall height of 8.48 metres (overall height reduced from 9.48 metres as amended by plan received 07/09/22)</i></p> <p>Prior approval is given 5 December 2022</p>

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

Appendix C - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 8 December 2022

1. The Working Group has met formally 13 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. Following discussions with ECB, Herts cricket and Sport England we have found a way forward that has resulted in Sport England saying that they will remove their Holding Objection.
4. The pavilion position has been rotated slightly, and the cricket square modified by removing the existing Astro pitch, and providing one new grass pitch and a new Astro pitch on the eastern side (away from the pavilion) of the square. This allows boundaries for all pitches that comply with ECB's guidance for distance plus run off relative to the new pavilion. (The boundary is, and will remain, non-compliant to the north where the line of trees, footpath, benches and fence/hedge are a limitation.)
5. The cost of the drawing changes and discussions have not resulted in any additional cost from our architect, Simon Knight.
6. The cost of the additional pitches is c£10k for the Astro, and c£3.5k for the grass pitch (both plus VAT).
7. The withdrawal of the objection has been achieved without spending up to £2k (ex VAT) for a pitch feasibility study which is what Sport England had said would be required for them to remove their holding objection.
8. It is anticipated that there will be a planning condition covering details of the new pitches.
9. NHDC had requested moving the planning decision date to the 19th December (from October!). However, the revised plans initially exceeded the 1 hectare limit, above which the decision needs to go to the Planning Committee, and this would be in January. A further revision to the plans to reduce the area has hopefully resolved this, and we hope to achieve planning permission by the end of the year.

Funding

10. 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	

11. An application has been made to NHDC for £50k of funding. We attended (virtually) a grant funding panel to support our request, and understand from David Barnard that the panel recommended that the grant be made. Unfortunately, the Executive Officer (Judi Billings) who would sign off on this has died, so there may be a slight delay.
12. Donations and fund raising has raised c £10k to date but donations have dried up in the last few weeks, and we will need to trigger further income.
13. A fund-raising gig booked for 26th November had to be cancelled due to low ticket sales.
14. Other fundraising activities are being planned, including a quiz (similar to the Rotary Christmas quiz), black tie dinners, and an evening with a famous footballer.
15. 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

- 16. We need more resources to assist with fundraising, ideally a team of 4 or more. Although we have an agreed Terms of Reference for a funding working group, we do not yet have any people to form the group.
- 17. A meeting is scheduled for 16th December to plan further fund raising, with the objective of raising £100k. This is the anticipated shortfall if other plans are achieved.
- 18. Achievement of planning permission will be a major milestone and will allow us to kick start further fund raising.
- 19. We have been anticipating applying for a grant from the Football Foundation for £225k, but following email exchanges, it is now proposed to apply for £450k.

Costs

- 20. We have requested budgetary quotes from 6 companies. We have received three responses so far, and are promised at least one more shortly. One was from a company that is seeking to sell a different building construction and the figures provided do not comply with the request, and aren't a useful comparator. The other two vary from £824,175 which is in line with our expectations (£894k) to £1279k (although this includes £184 k for external works).
- 21. Once planning permission is achieved, the final payment to the architect will be invoiced for £1500 plus VAT and payment will complete phase 2 of the project.

Funding for the next stage

- 22. It was agreed at the November PPC meeting to take out a loan of £35k (as the first stage of a larger long-term loan) to fund the next stage of development once planning permission is achieved. This will cover detailed drawings, building regulation approval, and tendering for a construction contractor.

Loan and bridging loan, precept

- 23. Subject to achieving planning permission, and raising sufficient funding, and if the schedule is achieved, provision will need to be made for the PPC to take out a long-term loan, and a bridging loan during the next financial year (2023-24).
- 24. The Annual PPC budget meeting agreed to increase the precept by £11k from £44k to £55k. Of this increase, £9.5k was to cover the long-term loan. Along with the £8.5k that is currently covered in the budget there will be £18k per year which should cover a 30 year loan of up to £300k (subject the interest rate at the time of taking out the loan).
- 25. To provide cash flow during construction it is anticipated that approval should be sought for a £500k long term loan. Up to £300k of this will be for the long-term loan, with the remainder as a potential bridging loan, to be repaid once all the grants are released, and anticipated to be 12 months after drawing down the money (the earliest that it can be repaid).

- 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 further grant submissions, requests for donations/sponsorship and fundraising activities to raise a further £100k. (Note that approval will be sought separately for submission of a grant request to the Football Foundation.)

Simon Maple

Signed: _____ Dated: _____
