

Pirton Parish Council



**Minutes of Pirton Parish Council Annual Meeting
held in Pirton Village Hall on 12 May 2022 at 7.45 pm**

www.pirtonparishcouncil.org.uk

Present:

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

In attendance:

Mr Edward Roberts (Parish Clerk)

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**22-01    To elect the Chairman**  
Nominated by Cllr Burleigh , seconded by Cllr Maple , Cllr Rogers was elected unopposed as Chairman.

**22-02    To elect the Vice-Chairman**  
Nominated by Cllr Rogers, seconded by Cllr Maple, Cllr Burleigh was elected unopposed as Vice-Chairman.

**22-03    To receive and accept apologies for absence.**  
Apologies for absence had been received and accepted from County Councillor David Barnard.

**22-04    Public Participation**  
District Cllr Claire Strong and one member of the public were present. The matter raised from the floor was that of the boundary between new properties on the Comice Meadows development and houses on Royal Oak Lane that back onto the development. It appears that fences have been removed, hedgerow grubbed out and new fencing erected, encroaching into the Royal Oak Lane properties. The Parish Council was asked if it could assist with communication with Cala Homes. Cllr Rogers agreed to contact the CEO of Cala. Cala is already aware of the situation and has a team investigating. Cllr Burleigh undertook to write to NHDC Planning, particularly as the disappearance of any habitat is very worrying. Cllr Rogers would draft a letter to be sent to those Cala residents that back onto the existing hedge.

**22-05    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 Maple in respect of his membership of the Sports & Social Club committee, Cllrs Burleigh and Goodman as members of Wild About Pirton and Cllr Parkin as a member of the Wrights Farm Working Group.

**22-06    To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 14 April 2022 as a true and accurate record.**  
It was **RESOLVED** that the minutes of the Council Meeting held on 14 April 2022, be approved as a true and accurate record of the proceedings and be duly signed.

|               |
|---------------|
| Signed: _____ |
| Dated: _____  |

**22-07 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 30 April 2022: Unity Trust Account £75,423.20.
- b. It was **RESOLVED** that payments totalling £3961.49, as detailed on the monthly Finance Statement (Appendix A) be made.

**22-08 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 Jubilee mugs for the school had been ordered, all relevant documents had been sent to the external auditor and a VAT reclaim had been submitted to HMRC.

The storage of emails had been flagged up by Google, as 70% of the free allowance had now been used. Proposed by Cllr Burleigh, seconded by Cllr Bright, that the Clerk take out a subscription to Google One Basic, which would give 100GB of storage for an annual fee of £15.99. **AGREED** by all present.

Correspondence had been received concerning the lack of progress on the Great Green track (Cllr Rogers was to chase this up) and on the overgrown state of the fence between the Little Lane allotments and an adjoining property in Davis Crescent. The Clerk had informed the relevant persons and awaited a response.

The Clerk had been in contact with the St Albans Diocesan Office regarding the relisting of the Nature Reserve as an Asset of Community Value and it was hoped to progress this in the near future.

**22-09 To agree the dates for the Public Rights period as suggested by the external auditor, Monday 13 June – Friday 22 July 2022..**

Proposed by Cllr Maple, seconded by Cllr Burleigh, that the suggested dates for the Public Rights period be adopted. **AGREED** by all.

**22-10 To confirm the arrangements for insurance cover.**

The Clerk reminded the meeting that the 3-year fixed term arrangement with Came & Co would continue to September 2023. The next premium would be due in September 2022, at which point the expenditure would be agreed again at the relevant Parish Council meeting. The arrangements were **AGREED** and **APPROVED**.

**22-11 To review the council's fixed assets and discuss the removal from the register of items with a purchase cost below £250.**

The Clerk summarised those assets with a purchase cost below £250. These were essentially items for litter picking and the few items that the Clerk had. It was agreed that assets that were fixed, such as dog waste and litter bins should remain on the register. Proposed by Cllr Rogers, seconded by Cllr Bright, that assets with a purchase cost of less than £250 be removed from the register. **AGREED** by all. The Clerk would revise the register accordingly.

**22-12 To confirm bank signatories for the Pirton Parish Council Unity Trust bank account as listed below:**

Cllr Amanda Goodman  
Cllr Simon Maple  
Cllr Jill Rogers  
Cllr Nick Rowe

All the above signatories were **CONFIRMED**.

**22-13 To review the following procedures of the council:**

Some minor revisions and typographical errors were highlighted which would be addressed by the Clerk prior to republication. The documents were otherwise approved.

- a. Standing Orders (doc001). **APPROVED**
- b. Financial Regulations (doc 003). **APPROVED**
- c. Freedom of Information Act 2000 Publication Scheme (doc 007). **APPROVED**
- d. Complaints Procedure (Doc 009). **APPROVED**
- e. Risk Management Policy (doc011). **APPROVED**
- f. Grants policy (Doc 018) **APPROVED**
- g. Grant Application Form (Doc 019). **APPROVED**
- h. Internal Financial Controls Policy (doc 025). **APPROVED**
- i. Financial Reserves Policy (doc 026). **APPROVED**

**22-14 To confirm Direct Debit as the method of payment to Castle Water and the Information Commissioner (Financial Regulations 6.7)**

Direct Debit for these payments was **CONFIRMED**.

**22-15 To confirm BACS as the preferred method of payment of invoices received by the council. (Financial Regulations 6.9)**

BACS was **CONFIRMED** as the preferred method of payment.

**22-16 To appoint council representatives to organisations (doc014a).**

- a. Tree Warden – Steve Kitchiner
- b. HR Committee – Cllrs Bright, Rogers and Maple
- c. Environment Committee – Cllrs Burleigh, Goodman, Rogers, Rowe
- d. Communications Working Group – Cllrs Goodman and Parkin
- e. Planning Working Group – Cllrs Burleigh, Rogers and Rowe
- f. Village Hall Committee – Cllr Parkin
- g. Bury Trust – Cllrs Goodman, Parkin and Maple
- h. Rands Trust – Cllr Rowe
- i. Hammonds Committee – Not appointed
- j. New Pavilion Working Group – Cllrs Bright, Maple, Rowe and Rogers

**22-17 To receive the New Pavilion Working Group report**

Cllr Maple had previously circulated the report (Appendix C) which he went through. The high pressure gas main may mean a slight move of the proposed building and this is still being investigated. The proposed roof treatment would be expensive, but would remain for planning purposes. It could always be scaled back. There were a few details to adjust before submitting the design for planning permission. It was hoped that the application would go in by the end of the month. The Parish Council approved the initiation of the submission for funding from the Football Foundation and for writing to the Rands Educational Foundation to apply for a grant.

**22-18 To approve the revised plans for the New Pavilion and to apply for planning permission.**

Following a proposal by Cllr Burleigh, seconded by Cllr Rogers, the Parish Council **APPROVED** the revised plans and **AGREED** that planning permission should be applied for.

**22-19 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh had circulated the relevant comments from the Planning Group. These were agreed and would be forwarded by the Clerk.
- b. To discuss the response to the letter asking for a meeting with NHDC planners. Cllr Burleigh had drafted a further letter and this would be sent by the Clerk.

- c. To receive an update on the Local Plan. Nil
- d. To receive an update on CALA Homes Ltd. The boundary issues had already been discussed. Hedgehog holes and the Hambridge Way hedge had still not been done and this would be raised.
- e. To receive an update on Spitfire Homes. Cllr Burleigh agreed to chase the archaeological interpretation boards that had been promised.
- f. To receive an update on Blakeney Homes. Cllr Rowe had drafted a response regarding the unsatisfactory realignment of Footpath 05 and Cllr Burleigh would ask for an update on the S106 monies.
- g. To receive an update on Wright's Farm. Cllr Parkin had circulated her report and there had been a productive meeting with Anglian Water.

**22-20 To receive an update on the planting of a hedge and solutions to deter parking on Chipping Green.**

Cllr Burleigh was waiting for quotations for the cost of hedging plants and in the meantime she had circulated a report on the matter of parking on the Green. It appears to have significantly reduced and for that reason, no further action will be taken at this time. The situation will be monitored. It was agreed that the community should be made aware that parking on Parish Council land was not an option.

**22-21 To receive an update on arrangements for the Queen's Jubilee weekend.**

Cllr Rogers summarised the events she was aware of and it was decided to publish a list of these. She would also continue with her efforts to arrange the lighting of a beacon at the Recreation Ground. Cllr Burleigh suggested that a symbolic rocket should be launched from Toot Hill and this was agreed. Cllr Rogers would source an appropriate one.

**22-22 To receive an update on Pirton road safety issues, including speed limits.**

Cllr Parkin had circulated her report. It was agreed that "20 is plenty" signs should be put up at the entrances to the village to encourage drivers to reduce speed.

**22-23 To determine the time and place of ordinary meetings of the full council.**

Meetings to be held at 7.45pm on the second Thursday of each month (unless otherwise stated) on the following dates:

|                  |                 |                  |
|------------------|-----------------|------------------|
| 9 June 2022      | 14 July 2022    | 11 August 2022   |
| 8 September 2022 | 13 October 2022 | 10 November 2022 |
| 8 December 2022  | 12 January 2023 | 9 February 2023  |
| 9 March 2023     | 13 April 2023   |                  |

with the Annual Meeting to take place on 11 May 2023.

All the above **APPROVED**.

**22-24 To suggest items for the next meeting of the Parish Council to be held on Thursday, 9 June 2022 at Pirton Village Hall at 7.45 pm.**

- a. A motion to support 20's plenty in Hertfordshire
- b. The content and manning of a stall at the Summer Fair
- c. Agree a date for the autumn community action day.

**Meeting Closed: 10.30pm.**

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 30/04/2022

|                                   |            |                  |
|-----------------------------------|------------|------------------|
| Cash in Hand 01/04/2022           |            | 63,484.97        |
| <b>ADD</b>                        |            |                  |
| Receipts 01/04/2022 - 30/04/2022  |            | 23,848.67        |
|                                   |            | 87,333.64        |
| <b>SUBTRACT</b>                   |            |                  |
| Payments 01/04/2022 - 30/04/2022  |            | 11,910.44        |
| <br>                              |            |                  |
| <b>A Cash in Hand 30/04/2022</b>  |            | <b>75,423.20</b> |
| (per Cash Book)                   |            |                  |
| <br>                              |            |                  |
| Cash in hand per Bank Statements  |            |                  |
| Petty Cash                        | 30/04/2022 | 0.00             |
| Pirton Parish Council Unity Trust | 30/04/2022 | 75,468.20        |
|                                   |            | <b>75,468.20</b> |
| <br>                              |            |                  |
| Less unrepresented payments       |            | 45.00            |
|                                   |            | 75,423.20        |
| <br>                              |            |                  |
| Plus unrepresented receipts       |            |                  |
| <br>                              |            |                  |
| <b>B Adjusted Bank Balance</b>    |            | <b>75,423.20</b> |

**A = B Checks out OK**

## Payments

| Code                             | Description            | Supplier                             | Net             | VAT           | Total           |
|----------------------------------|------------------------|--------------------------------------|-----------------|---------------|-----------------|
| Tennis Courts (MUGA) Maintenance | MUGA Cleaning          | Tennis Court Maintenance             | 700.00          |               | 700.00          |
| Bury Trust                       | Bury Trust Maintenance | IGB Fencing                          | 730.00          | 146.00        | 876.00          |
| Other                            | Queen's Jubilee Mugs   | Edward Roberts (Clerk)               | 693.50          | 138.70        | 832.20          |
| Stationery                       | Expenses               | Edward Roberts (Clerk)               | 61.98           | 12.40         | 74.38           |
| Training                         | Councillor Training    | NALC                                 | 32.44           | 6.49          | 38.93           |
| Training                         | Councillor Training    | NALC                                 | 32.44           | 6.49          | 38.93           |
| Salary                           | Salary                 | Edward Roberts (Clerk)               | 579.10          |               | 579.10          |
| Room (Office Expenses)           | Expenses               | Edward Roberts (Clerk)               | 30.00           |               | 30.00           |
| Telephone                        | Expenses               | Edward Roberts (Clerk)               | 20.00           |               | 20.00           |
| Postage & Mileage                | Expenses               | Edward Roberts (Clerk)               | 21.15           |               | 21.15           |
| Tax                              | Tax & Employers NI     | HMRC Clerk's Tax                     | 144.80          |               | 144.80          |
| Village Greens                   | Village Greens Grass   | Andrew Burton                        | 320.00          |               | 320.00          |
| Room Hire                        | Room Hire              | Village Hall                         | 37.00           |               | 37.00           |
| Room Hire                        | Room Hire              | Pirton Sports and Social Club (PSSC) | 79.00           |               | 79.00           |
| Street Cleaner                   | Street Cleaning        | Tony Smart                           | 170.00          |               | 170.00          |
|                                  |                        |                                      | <b>3,651.41</b> | <b>310.08</b> | <b>3,961.49</b> |

## Receipts

| Code            | Date       | Description    | Supplier        | Net          | Total        |
|-----------------|------------|----------------|-----------------|--------------|--------------|
| Allotment Rents | 19/04/2022 | Allotment rent | Kate Carpenter  | 38.00        | 38.00        |
| Parking Permits | 22/04/2022 | Parking        | Steve Kitchiner | 5.00         | 5.00         |
| Parking Permits | 26/04/2022 | Parking        | Etherington     | 5.00         | 5.00         |
| Parking Permits | 28/04/2022 | Parking        | Welbury         | 5.00         | 5.00         |
|                 |            |                | <b>Total</b>    | <b>53.00</b> | <b>53.00</b> |

## Appendix B – Planning Applications

| Reference               | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>22/01043/FPH</b>   | <p>14 Danefield Road, Pirton</p> <p><i>Part two storey and part single storey rear extension following demolition of existing single storey rear extension (revision of previously approved planning permission 20/03010/FPH granted 01.02.2021).</i></p> <p><i>Comments to Thomas Howe by 7 May 2022 (extended to 14 May)</i></p> <p><b>No objections</b></p>                                                                                                                                                                    |
| ii <b>22/01062/FPH</b>  | <p>9 Hitchin Road, Pirton</p> <p><i>Two storey side extension, single storey rear extension and detached garage following demolition of existing rear conservatory, side extension and detached garage.</i></p> <p><i>Comments to Thomas Howe by 13 May 2022</i></p> <p><b>No objections but comments regarding materials</b></p>                                                                                                                                                                                                 |
| iii <b>22/01157/S73</b> | <p><b>Land to rear of 17 Walnut Tree Road, Pirton</b></p> <p><i>Variation of condition 2 (realignment of footpath 005 as shown on Site Plan P.002D) of planning permission 21/01392/FP granted 1/02/2022 for Erection of ten dwellings comprising of two 2-bed, four 3-bed, one -bed and three 5-bed dwellings with associated garaging and landscaping including creation of new vehicular access off Walnut Tree Road.</i></p> <p><i>Comments to Tom Rea by 21 May 2022</i></p> <p><b>Objections to be drafted and sent</b></p> |

## Planning Decisions (for information only)

| Reference             | Detail                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>21/03421/FPH</b> | <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><i>Permission granted 19 April 2022</i></p> |

- ii      **22/00651/FPH**      **18 Cromwell Way, Pirton**
- Single story rear extension. Insertion of ground floor door and window on front elevation following removal of existing garage door. Addition of false pitch to garage roof.*
- iii      **21/03514/FPH**      **17 Walnut Tree Road, Pirton**
- Part single, part two storey side and rear extensions, alterations to fenestration and raising of roof and erection of front canopy over entrance door, following demolition of existing single storey side/rear extensions (As amended by plans received on 25/04/22).*
- Permission granted 19 April 2022
- iv      **21/03134/FP**      **Pirton Water Tower, Priors Hill, Pirton**
- Erection of one detached 4-bed dwelling including creation of vehicular access off Priors Hill following demolition of existing water tower.*
- Permission granted 6 May 2022
- Permission refused 9 May 2022

## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 12 May 2022**

1. The Working Group has met formally 6 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 design has been developed following meetings with the Architect, and Engineers. More storage has been included, the kitchen has been enlarged, plant will go in lofts, the patio/veranda arrangements have been altered, toilets only will be able to be accessed without access to the rest of the building, hatches have been included for the kitchen both internally and externally.
4. The location has been altered slightly to avoid the high-pressure gas main.
5. The revised design is now on the website, and Facebook including a 3 D walkthrough.
6. A consultation with villagers was held on 8th May, and the feedback was very encouraging. Detail suggestions are being considered for inclusion. A summary of the written feedback is attached.
7. A stall has been booked at this year's summer fair to show the proposed pavilion design.
8. A further meeting with the Architect and Engineers is planned for 12th May to take account of consultation feedback and finalise design input for the planning permission design. Verbal feedback will be provided to PPC at the meeting.
9. The PPC is requested to approve an application for planning permission, which is expected to be able to be submitted by the end of May.
10. The current schedule is attached.
11. A Zoom meeting was held with the Football Foundation which was encouraging. We will aim to secure funding for 25% of the expected cost – currently £650-750k, so £160+k.
12. Our Quantity surveyor will update his estimate based on the latest design.
13. The PPC is requested to approve initiation of the submission for funding from the Football Foundation, and for writing to the RANDs Educational Foundation to set out our proposals and request a grant of £50k.
14. 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 submission for planning permission.
  - d. APPROVE funding approaches to the Football Foundation and RANDs, and others.

Simon Maple

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PIRTON PARISH COUNCIL

MINUTES: 12 May 2022

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

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

**New pavilion consultation 8 May 2022**

1. Written feedback was received from 33 people.
2. There were no negative comments, nobody wrote that they didn't want it to proceed.
3. There were 3 signatures with no comments.
4. 7 people had detailed suggestions:
  - a. Essential that kitchen and serving hatch can support increased number of customers
  - b. Not sure about the clock it needs to be treated as the scoreboard
  - c. Think need more room in the kitchen
  - d. Put a clock on the roof (dormer), and a flagpole, don't use wood cladding use fibreboard – less maintenance
  - e. Access road main issue perhaps traffic light system?
  - f. Wall surfaces in showers and loos to be curved at the bottom to keep out mould and keep clean, serving hatch needs to be in the middle of the kitchen not at the end, ensure surround of building is smooth and continuous – no cracks to prevent need to weed etc.
  - g. Move serving hatch to the middle two people can then serve, consider door between bar and kitchen, bifold [partition] doors need bottom and top runners
5. There were 23 responses with just positive comments:
  - a. Great – keep going
  - b. Love the design and the veranda logic
  - c. Good functional design, attractive space
  - d. Really like the flexible spaces, very attractive design, look forward to seeing it get underway
  - e. Will be a great benefit to Pirton
  - f. Promises to be a fantastic facility
  - g. All looks great, interested in “meeting room” for smaller yoga groups
  - h. Lovely simple but contemporary design, nice to see natural vent and materials
  - i. Impressive nice space inside with high roofs
  - j. Looks really good!
  - k. Looks fantastic, love the multi-purpose design and the overhang roof!
  - l. Looks great!
  - m. Very impressive!
  - n. Superb looking facility
  - o. Will be a fine new facility
  - p. Well designed – multi functional
  - q. Will be a fantastic addition to the Rec
  - r. Fantastic!11
  - s. Looks great
  - t. Looking forward to it
  - u. Nice and light, good to have blockwork and not just wooded frame and lots of insulation
  - v. Looks great, nice and light
  - w. A fantastic looking glass-fronted building with much needed facilities for the village