

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 11 August 2022 at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

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

In attendance:

Mr Edward Roberts (Parish Clerk)

22-60 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from Cllrs Bright and Rowe, County and District Cllr D Barnard.

22-61 Public Participation

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

22-62 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. Cllr Rogers, as a member of Pirton Players, did not participate in item 22-73.

22-63 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 14 July 2022 as a true and accurate record.

It was **RESOLVED** that the minutes of the Council Meeting held on 14 July 2022, be approved as a true and accurate record of the proceedings and be duly signed.

22-64 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as at 31 July 2022: Unity Trust Account £60,749.61.
- b. It was **RESOLVED** that payments totalling £3853.84, as detailed on the monthly Finance Statement ([Appendix A](#)) be made.

22-65 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.

The external audit was now complete, with the only comment from the auditors referring to an "incorrect" figure on the AGAR. This was, in fact, the figure supplied by the auditor (PKF Littlejohn) at the previous external audit. The relevant documentation had been published on the website and noticeboard.

Donations had been received from the Tennis and Cricket Club match and from the PSSC Summer Fair. There was now a separate line in the accounts for New Pavilion income.

PIRTON PARISH COUNCIL

MINUTES: 11 August 2022

Signed: _____

Dated: _____

The insurance pre-renewal questionnaire had been received, completed and returned.

The matter of the missing litter bin at the top of Little Lane/High Street had been solved. It appears that the bin was removed by NHDC as access for emptying was hazardous to the operators because of the overgrown state of the site. It is expected that the bin will be returned if the vegetation is cut back.

Confirmation had been received that Pirton Nature Reserve on Crabtree Lane is once again listed by NHDC as an Asset of Community Value. It will be on the register for 5 years.

22-66 To receive the New Pavilion Working Group report

Cllr Maple had previously circulated the report (Appendix C). Planning permission had been submitted and validated. Cllr Maple spoke regarding the costs of the project and possible ways to mitigate these. Fundraising was to the fore and a letter to all residents would go out with the newsletter. The possibility of stage payments from the S106 monies would be investigated.

It had transpired that the storage containers could not be delivered onto site because of access problems and various other options were now being considered.

22-67 Planning.

- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh had circulated draft responses to the applications and these were agreed. The Clerk was to send them off to the planners.
- b. To receive an update on the Local Plan. Cllr Strong reported that it was expected to be released soon. A provisional meeting of North Herts Council had been arranged for September to consider the report.
- c. To receive an update on Blakeney Homes. nil
- d. To receive an update on Wright's Farm. Cllr Parkin had circulated her report. Cllr Rogers agreed to email HCC regarding the danger from fire with the long grass on the site.

22-68 To discuss the draft Conservation Area Appraisal and Management Plan produced by NHDC

All present agreed that this was a good report and there was some discussion on how to respond. There was a need to look at various areas, including designated heritage assets, opportunities for enhancement and others. Cllrs Burleigh and Rogers would meet to coordinate a response, with input from Cllr Parkin.

22-69 To receive a report on the review of the Neighbourhood Plan

It was agreed to hold this item over to the next meeting in September.

22-70 To receive updates on Pirton road safety issues, including speed limits.

Cllr Parkin had circulated her report. The local PCSO had received a number of complaints about parking on footpaths and pavements, but it was agreed that there was little the Parish Council could do. There was no update on the Speed Indicator Device. Thanks were given to Cllr Parkin for her efforts in sourcing and erecting the 20's Plenty banners.

22-71 To receive an update from the Communications Working Group.

There was little to report other than advertising the Community Action Day.

22-72 To discuss the organisation and running of the Autumn Community Action Day (2nd October).

Cllr Goodman had circulated the lessons learned document from April's day and needed to firm up attendance. She agreed to draw up a plan for the day. The plans for the new pavilion would also be on display.

22-73 To consider a grant application for £400 from Pirton Players towards the installation of LED stage lighting at the village hall.

After some discussion it was proposed by Cllr Burleigh, seconded by Cllr Goodman and **AGREED** by all present, that a grant of £200 should be awarded to Pirton Players. This would leave sufficient in the pot for any further applications received during the financial year.

22-74 To consider what action can now be taken to resolve the issue of repairs and maintenance of the Great Green track..

Cllr Burleigh agreed to draw up a plan of the worst affected areas and speak to the relevant residents in order to move this forward.

22-75 To discuss the latest proposal from Highways to resolve the problem of vehicles parking on Chipping Green.

Cllr Parkin would investigate a form of words for a sign to be placed on the Green. It was noted that the Conservation Area Appraisal and Management Plan produced by NHDC urged the reduction of street furniture, bollards, etc and this should be used as a guide for any response.

22-76 To receive reports on the following:

- a. Parish Paths Partnership (P3). Nil
- b. S106 Projects. Nil
- c. Village Environment. Cllr Goodman had contacted Framlingham Fisheries who would supply and administer microchalk treatment for Blacksmith's Pond at 2018 prices.
- d. Bury Trust. Little of note to add.
- e. Village Hall. There was to be new carpet in the entrance hall.

22-77 To suggest items for the next meeting of the Parish Council to be held on Thursday, 8 September 2022 at Pirton Village Hall at 7.45 pm.

- a. A standing agenda item for West Lane Farm
- b. "Winter planning" in the village in light of the cost of living crisis.

Meeting Closed: 9.36 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 31/07/2022

Cash in Hand 01/04/2022	63,484.97
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ADD

Receipts 01/04/2022 - 31/07/2022	26,648.61
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	90,133.58
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SUBTRACT

Payments 01/04/2022 - 31/07/2022	29,383.97
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Cash in Hand 31/07/2022

	60,749.61
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(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	31/07/2022	0.00
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Pirton Parish Council Unity Trust	31/07/2022	60,749.61
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	60,749.61
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Less unrepresented payments

	60,749.61
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Plus unrepresented receipts

Adjusted Bank Balance

	60,749.61
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A = B Checks out OK

Payments

Code	Date	Description	Supplier	Net	VAT	Total
Audits	11/08/2022	External Audit	PKF Littlejohn	300.00	60.00	360.00
Street Cleaner	11/08/2022	Litter Picker stick	Edward Roberts (Clerk)	22.49	4.50	26.99
Council	11/08/2022	20'sPlenty Banners	Marilyn Parkin	115.00		115.00
Grants	11/08/2022	Grant	St Mary's PCC	900.00		900.00
Room Hire	11/08/2022	Room Hire	Village Hall	18.50		18.50
Sports Pavilion	11/08/2022	New Pavilion Planning Permission	Simon Maple	1,418.20		1,418.20
Chiltern Society	11/08/2022	Annual Subscription	Chiltern Society	30.00		30.00
Salary	11/08/2022	Salary	Edward Roberts (Clerk)	558.70		558.70
Room (Office Expenses)	11/08/2022	Expenses	Edward Roberts (Clerk)	30.00		30.00
Telephone	11/08/2022	Expenses	Edward Roberts (Clerk)	20.00		20.00
Postage & Mileage	11/08/2022	Expenses	Edward Roberts (Clerk)	12.15		12.15
Tax	11/08/2022	Tax & Employers NI	HMRC Clerk's Tax	139.80		139.80
Street Cleaner	11/08/2022	Street Cleaning	Tony Smart	170.00		170.00
Room Hire	11/08/2022	Room Hire	Village Hall	18.50		18.50
Countryside Development Agency (CDA)	11/08/2022	Annual Subscription	CDA Herts	36.00		36.00
Total				3,789.34	64.50	3,853.84

Receipts

Code	Date	Description	Supplier	Net	Total
New Pavilion	25/07/2022	Donation	Pirton Sports and Social Club (PSSC)	400.00	400.00
New Pavilion	30/07/2022	Donation	Tennis Club	410.00	410.00
Total				810.00	810.00

Signed: _____ Dated: _____

Appendix B – Planning Applications

Reference	Detail
i 21/02604/FPH	Walnut Tree Farm, 21 Walnut Tree Road, Pirton <i>Erection of detached garden shed/greenhouse (as amended by plans received 22nd July 2022).</i> Comments to Alex Howard 23 days from 25 July 2022 No objections to revised application, but dependent on archaeology.
ii 22/01990/PNAA	34 Royal Oak Lane, Pirton <i>Conversion of bungalow into a two storey dwelling involving raising of roof to create a first floor.</i> Comments to Andrew Hunter by 20 August 2022. Objection on various grounds
iii 22/01936/FP	Pirton Sports & Social Club, Walnut Tree Road, Pirton <i>Erection of pavilion following demolition of existing pavilion building.</i> Comments to Tom Rea by 20 August 2022. Already approved by the Parish Council
iv 22/01975/FP	Pirton Hall, Shillington Road, Pirton <i>Erection of one 6-bed dwelling with integral swimming pool including the laying of hardstanding, boundary treatments and associated works following demolition of existing detached barn.</i> Comments to Tom Rea by 21 August 2022 Objection as very poor application containing insufficient detail

Planning Decisions (for information only)

Reference	Detail
i 22/01210/FPH	8 Shillington Road, Pirton <i>First floor rear extension, alterations to openings, and insertion of two rooflights in existing rear roofslope.</i> Permission granted 18 July 2022

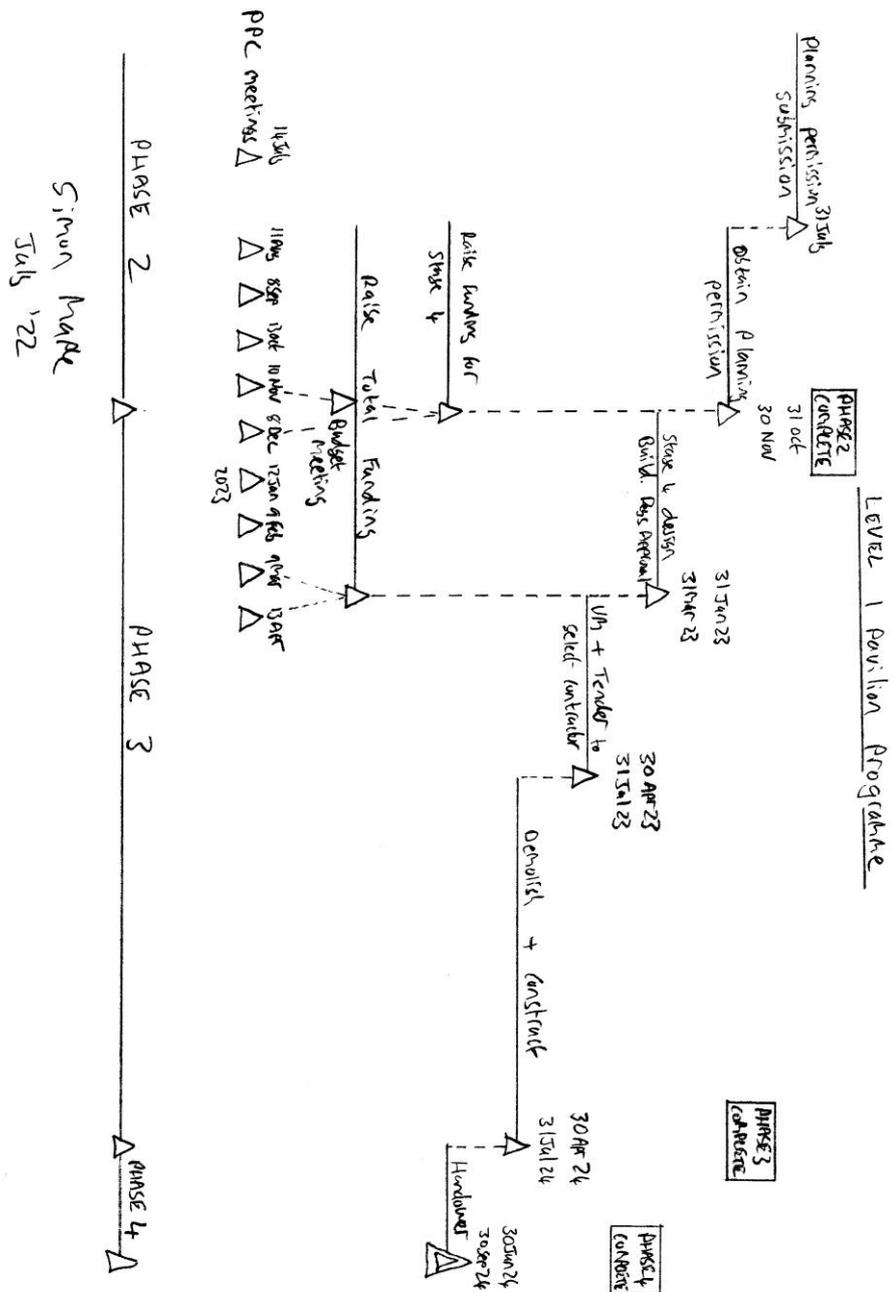
Signed: _____
Dated: _____

Appendix C - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 11 August 2022

1. The Working Group has met formally 9 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. Planning permission has been applied for, and the application has been validated. A public notice has been displayed at the entrance road.
4. It is expected that a planning decision will be made by 19th October as if no decision is issued by then the PPC would be entitled to appeal to the Planning Inspectorate.
5. The NPWG is drafting a funding plan taking account of the recent c25% cost estimate increase. The Football Foundation have been advised of the anticipated cost increase, and have been supplied with the Planning permission application. They have offered support in making an application for a grant for 25% of the increased cost.
6. 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 funding plan is using a figure of £350k.
7. Options for reducing the build cost will be considered. These include a size reduction, and a reduction in the roof size.
8. The first fund raising has taken place, with £410 raised through a cricket match between the cricket and tennis clubs. Also £400 was raised by contributions as part of the Summer Fair.
9. It is proposed to write to each household in the village requesting donations, sponsorship to seek to raise £75k, with the letters to be included with the next PPC newsletter. It is also proposed to write to village businesses, and clubs/groups seeking donations/sponsorships.
10. There is no allowance currently in the cost estimate for Archeological work, but there may be a Planning condition to cover this. If not, there will be an opportunity for trial excavations after planning permission is received, and before construction commences.
11. After planning permission is received the next stage will be to do detailed drawings, and obtain Building Regulation approval. The cost of this is expected to be c£30k. To assist with cash-flow it is proposed that an application be made to NHDC to release this amount from the Section 106 funding (this may not be possible, but it would be useful to test the possibility of stage payments from this and other funding sources).
12. It has not been possible to have containers delivered due to access limitations – the width and possibly height restrictions with the main access road, and the bridge over the ditch for the alternative access route.
13. A number of options are being considered. A quote has been obtained from Setters for wooden storage sheds which is c£25k including concrete floors. Lower cost metal buildings are being investigated.
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 an approach to NHDC to release £30k of S106 money for the next development stage.
 - d. APPROVE inclusion of a fund-raising letter to each household with the next PPC Newsletter.



Simon Maple