

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 9 February 2023 at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

Clr J Rogers (Chair), Clr Burleigh, Clr S Maple, Clr M Parkin

In attendance:

Mr Edward Roberts (Parish Clerk)



22-182 To receive and accept apologies for absence.

Apologies for absence had been received from Clrs Bright, Goodman and Rowe.

22-183 Public Participation

Three members of the public were present, along with District Clr C Strong. The matter under discussion was the continued parking of vehicles on Chipping Green, which two of the attendees had been monitoring and reporting to the Parish Council. It was considered by the Council that the level of parking and any danger to the public was not sufficient to warrant further action, although they were grateful to the residents for their actions.

22-184 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 Clr Burleigh as a member of Wild About Pirton, Clr Parkin as a member of the Wrights Farm Working Group, Clr Maple as a member of the PSSC.

22-185 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 12 January 2023 as a true and accurate record.

It was **RESOLVED** that the minutes of the Council Meeting held on 12 January 2023, be approved as a true and accurate record of the proceedings and be duly signed.

22-186 To confirm and sign the Minutes of the Parish Council Extraordinary Meeting held on Tuesday 24 January 2023 as a true and accurate record

It was **RESOLVED** that the minutes of the Council Extraordinary Meeting held on 24 January 2023, be approved as a true and accurate record of the proceedings and be duly signed.

22-187 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as at 31 January 2023: Unity Trust Account £70,027.34.
- b. It was **RESOLVED** that payments totalling £3560.25, as detailed on the monthly Finance Statement (Appendix A) be made.

22-188 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 a preliminary email for the internal audit had been received from our new auditor. Dates had yet to be finalised, but it seemed likely that the audit completion would be slightly later than in previous years.

The Clerk had paid Ringway in advance for the repair to the street light on the access track to the recreation ground, in accordance with Minute 22-154 dated 8 December 2023.

A VAT reclaim for the period 1 October 2022 to 31 January 2023 had been submitted to HMRC.

He had contacted Urbaser on 17 January regarding the missing bin on the High Street and thought that it had been replaced. An email had been sent to Setter regarding the necessary repairs following the NHDC play area inspections.

Work to repair the potholes on the access track to the Recreation Ground had been authorised and completed. The invoice had not yet been received.

A letter of thanks for our donation had been received from Essex & Herts Air Ambulance.

22-189 To receive the New Pavilion Working Group report.

Cllr Maple had previously circulated the report (Appendix C). Planning permission had now been received from NHDC for the project. He ran through the report, highlighting various areas. There was still a pressing need for volunteers to come forward to join the Funding Working Group. A team of 4 or more would be ideal.

The meeting confirmed that the NPWG could go out to tender for a Quantity Surveyor.

Proposed by Cllr Burleigh and seconded by Cllr Rogers, that the Pirton Sports & Social Club (PSSC) be approved as the party to commence negotiations with the management arrangements for the operation of the new pavilion. **AGREED** by all present.

There would be an Open Evening on 23 February 2023 from 6 – 9pm at the PSSC to allow residents to get up to date with the planning and funding for the new pavilion.

22-190 Planning.

- a. To consider Planning Applications (as in Appendix A). There being no objections to the only item received, the Clerk would respond.
- b. To receive an update on the Local Plan. There was little to report and this item would be removed from future agendas.
- 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 had circulated her report. The County Council is keen to improve the nature of the land but at this stage there is little detail to report. There is no concrete plan or proposal.

22-191 To receive updates on Pirton road safety issues, including speed limits.

Cllr Parkin had circulated her report. Potholes were becoming a problem throughout the area, made worse by the cold weather. The 20mph scheme had still to be signed off at County level and there seemed little chance of consultation prior to this.

22-192 To receive an update on the possible provision of recycling bins at Pirton Recreation Ground.

Cllr Burleigh had costed several examples of recycling bins. While the Council considered that recycling was a great idea, the practical implementation of any scheme was not possible at the current time.

22-193 To receive an update from the Communications Working Group.

Cllr Goodman had circulated her report. Cllr Parkin was thanked for her efforts in using the PPC Facebook page to update residents on relevant issues.

22-194 To receive an update on actions to be taken for the necessary maintenance of the Great Green track.

Cllr Rogers reported that there had been no action because of holidays, but she would now chase the resident who had volunteered to coordinate matters.

22-195 To discuss taking out a contract with HCC for the maintenance of the streetlights on the access road to the Recreation Ground.

The Clerk went through the figures received from Ringway and the current annual cost would come in at a little under £300 plus VAT for electricity, maintenance and electrical and structural testing. Future replacement of any lighting hardware would be at an advantageous rate, compared with using any individual contractor. It was agreed to put this to the vote at next month's meeting. The actual ownership of the lights is still not known.

22-196 To discuss topics and the schedule for the next Parish Council newsletter.

Cllr Maple outlined a number of topics and asked for suggestions. A suggested schedule would be copy to be received by 24 February, with distribution of the newsletter by 25 March.

At this point (9.10pm), Cllr Maple had to leave the meeting.

22-197 To discuss the next Community Action Day to be held in April.

Cllr Goodman had circulated several documents, including a poster publicising the event. In her absence, there was no discussion.

22-198 To discuss transport for school children from Pirton to Hitchin.

Cllr Parkin had done some further research on this subject and although the 89 bus was still over-crowded, there was currently some provision of transport to the Girls' School. A problem for the bus company appeared to be a shortage of drivers. There were possibly more difficulties ahead in the next academic year, as there were a high number of children in the current Year 6 in the village.

Although there was little the Parish Council could do, they could write a letter to HCC expressing concern.

22-199 To discuss arrangements for the King's Coronation weekend in May.

Coming only four weeks after the Council's Community Action Day and having had all the events for the Queen's Jubilee in 2022, it was felt that there would be little involvement from the Parish Council. Cllr Burleigh suggested putting a note in the newsletter for ideas.

22-200 To receive reports on the following:

- a. Parish Paths Partnership (P3). Nil.
- b. S106 Projects. Nil
- c. Village Environment. There had been reports of overgrown hedges in vacant properties, but it was agreed that this was not a Parish Council responsibility.
- d. Bury Trust. Cllr Goodman had circulated a report. A work day was to go ahead on 12 February. Cllr Burleigh had expressed reservations over the timing of such work, taking into consideration the wildlife in the area. She would be writing to the Trust suggesting a postponement to later in the year. There was also the matter of observing the legislation surrounding conservation areas and ancient monuments. The Council noted that ultimately any decision to go ahead was down to the Bury Trust.

e. Village Hall. Cllr Parkin reported on various topics. The hall has advertised and is actively looking for a new treasurer.

22-201 To suggest items for the next meeting of the Parish Council to be held on Thursday, 9 March 2023 at Pirton Village Hall at 7.45 pm.

No items were suggested.

Meeting Closed: 9.49 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 31/01/2023

Cash in Hand 01/04/2022		63,484.97
ADD		
Receipts 01/04/2022 - 31/01/2023		60,166.45
		123,651.42
SUBTRACT		
Payments 01/04/2022 - 31/01/2023		53,624.08
 A Cash in Hand 31/01/2023		 70,027.34
(per Cash Book)		
 Cash in hand per Bank Statements		
Petty Cash	31/01/2023	0.00
Pirton Parish Council Unity Trust	31/01/2023	70,027.34
		70,027.34
 Less unrepresented payments		
		70,027.34
 Plus unrepresented receipts		
 B Adjusted Bank Balance		 70,027.34
 A = B Checks out OK		

Signed: _____
Dated: _____

Payments

Code	Date	Description	Supplier	Net	VAT	Total
Website/IT	09/02/2023	Accounts Software Licence	Starboard Systems	378.00	75.60	453.60
Dog Bins	09/02/2023	Dog Waste Bins Emptying	North Herts District Council (NHDC)	1,527.76	305.55	1,833.31
Salary	09/02/2023	Salary	Edward Roberts (Clerk)	624.90		624.90
Room (Office Expenses)	09/02/2023	Expenses	Edward Roberts (Clerk)	30.00		30.00
General Maintenance	09/02/2023	Ringway lighting repair	Edward Roberts (Clerk)	75.00	15.00	90.00
Website/IT	09/02/2023	Neighbourhood Plan Website	Jonty Wild	99.99	20.00	119.99
Telephone	09/02/2023	Expenses	Edward Roberts (Clerk)	20.00		20.00
Postage & Mileage	09/02/2023	Expenses	Edward Roberts (Clerk)	16.20		16.20
Stationery	09/02/2023	Expenses	Edward Roberts (Clerk)	24.59		24.59
Street Cleaner	09/02/2023	Street Cleaning	Tony Smart	170.00		170.00
Tax	09/02/2023	Tax & Employers NI	HMRC Clerk's Tax	156.00		156.00
Employer's NI	09/02/2023	Tax & Employers NI	HMRC Clerk's Tax	3.16		3.16
Room Hire	09/02/2023	Room Hire	Village Hall	18.50		18.50
				3,144.10	416.15	3,560.25

Receipts

Code	Date	Description	Supplier	Net	Total
New Pavilion	19/01/2023	Donation	Pirton Sports and Social Club (PSSC)	465.50	465.50
New Pavilion	03/02/2023	Donation	Marjan Schoeke	96.85	96.85
New Pavilion	07/02/2023	Donation	Paul Shadbolt	447.00	447.00
				1,009.35	1,009.35

Signed: _____ Dated: _____

Appendix B – Planning Applications

Reference	Detail
i 23/00070/LDCE	<p>Walnut Tree Farm, 21 Walnut Tree Road, Pirton</p> <p><i>Lawful Development Certificate Existing : Retention for the use of former orchard as residential garden land for Walnut Tree Farm</i></p> <p>Comments to Alex Howard by 11 February 2023</p> <p>No objections</p>

Planning Decisions (for information only)

Reference	Detail
i 22/02484/FPH	<p>30 Shillington Road, Pirton</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>
ii 22/03021/FPH	<p>Permission granted 16 January 2023</p> <p>13 Royal Oak Lane, Pirton</p> <p>Erection of greenhouse in rear garden</p>
iii 22/02890/S73	<p>Permission granted 16 January 2023</p> <p>12 Davis Crescent, Pirton</p> <p><i>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 06/07/2020 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>
iv 22/01936/FP	<p>Permission granted 24 January 2023</p> <p>PSSC, Walnut Tree Road, Pirton</p> <p><i>Erection of pavilion following demolition of existing pavilion Building</i></p> <p>Permission granted 2 February 2023</p>

Appendix C - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 9 February 2023

1. The Working Group has met formally 15 times to date.
2. Phase 2 is now complete, as Planning Permission was secured on the 2nd February, and the £35k necessary for the next phase of work has been provisioned (from Parish Council funds).
3. Securing all of the funds necessary for construction has not been achieved yet, and this has been delayed by the delay in securing planning permission.
4. There are as expected a number of conditions attached to the planning permission although these do not appear to be excessively onerous/unexpected.

Funding

5. NHDC have confirmed that we have been granted £50k for the new pavilion. No paperwork/conditions have been supplied, but correspondence had suggested that we will need to have made the first withdrawal by 16th December 2023. This should be achievable, but, if necessary, we may need to seek an extension of c 3-4 months as a result the delay in the planning permission decision.
6. An application has been made to the National Lottery Community Fund for £250k.
7. Donations and fund raising has raised c £12k to date with £465 from the PSSC's Boxing Day Run, and recent donations.
8. At a fund-raising meeting on 16th December a list of companies and individuals that may be potential donors was created, and members of the working group have taken actions to follow these up.
9. Other fundraising activities are being planned, including a quiz (similar to the Rotary Christmas quiz), a quiz in person, black tie dinners, an evening with Jack Wilshere, and a horse racing evening.
10. 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) seeking donations/sponsorships
 - Organise more fund-raising events
11. 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.
12. Achievement of planning permission is a major milestone and will allow us to kick start further fund raising.
13. An A5 leaflet has been produced, and it is intended to distribute these to each house with the Spring PPC Newsletter.
14. A visit from Bim Afolami took place on 21st January. His office arranged for this to be covered in the Comet. Bim has offered to hold a fund-raising dinner at his house.
15. We met with the Football Foundation (FF) and confirmed that we will be applying for a grant of £450k.
16. We had intended to apply in April for a decision in July, but the planning permission delay has delayed the application which is now intended to be in July, for a decision in October.
17. The FF offered an initial check on the tenure and legal status to avoid any unexpected problems later in the process. The cost of this is £750, and at the EGM on the 24th January the PPC agreed to proceed with this.

Costs

18. We have received budgetary quotes from 4 companies. Including our cost report, we therefore have 5 indications of price. One of the quotes is roughly double the others and we are discounting it. The average of the other 4 is £981k, with a range from £824k to £1,279k.
19. A cost review meeting was held on 11th January and options for cost reduction are being worked through.

- 20. It is intended to appoint a Quantity Surveyor for the next phase, and the construction phase to help control costs. This will be done through a tender process, with 3 tenderers, and the winning bidder will be recommended to the PPC for agreement to contract. The contract will have a break point after phase 3 in case we do not proceed into construction, so the initial contract will only be for phase 3.

Management arrangements for operation

- 21. Once the pavilion is built there will need to be arrangements in place for its operation. The Football Foundation will require information on this as part of the grant application. Currently a group of volunteers led by Steve Smith have run the pavilion, with all funds raised either used to maintain the facility, or more recently saved for use for the new facility. The PPC held an EGM to discuss the FF grant proposal terms and proposals for future management of the pavilion and recreation ground.

- 22. The EGM agreed that:

- The Parish Council would not run the facility itself
- That the relationship with the management body would be crucial
- That clarification and detail of the charge that the FF would make would be useful
- That legal advice would be needed
- That Parish Councilors would try to contact other Councils for relevant examples of similar projects to inform future decisions

Funding for the next stage

- 23. Although 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 phase of development, it has now been decided that the £35k will be provided from PPC funds. This will be “repaid” either when the long-term loan is taken out (c October), or if we didn’t proceed to construction, it would be repaid over the next couple of years from the precept.

- 24. 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. CONFIRM that the NPWG can go out to tender for a Quantity Surveyor.
- d. APPROVE the PSSC as the party to commence negotiations with for the management arrangements for the operation of the new pavilion.

Simon Maple

Signed: _____ Dated: _____
