

Pirton Parish Council



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

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Present:

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

In attendance:

Mr Edward Roberts (Parish Clerk)

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**22-202    To receive and accept apologies for absence.**

Apologies for absence had been received from Cllr Goodman and District Cllr C Strong. Cllr Bright had resigned prior to the meeting.

**22-203    Public Participation**

Two members of the public were present, the first being the Assistant Community Engagement Officer from North Herts Council. She explained her role and the aim of her team, setting up networking groups to connect people. She also covered the Community Grant Scheme. The Council agreed that being part of a rural forum would be beneficial.

The second member of the public was a resident of Great Green who spoke about the lack of progress on repairs to the potholed track. From his perspective there had been little communication with the residents and he was concerned about the dangers the track posed. Cllr Rogers explained the history and current situation, including the organisation of a day in June for a group of residents to tackle the track once it had dried out.

The £350 agreed for materials from the Parish Council still stood, machinery had been promised at no cost and the group's labour would be free. Should more material be needed, then this would have to be paid for by the residents. A letter was to be sent to residents regarding this work.

**22-204    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, Cllr Maple as a member of the PSSC.

**22-205    To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 9 February 2023 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 9 February 2023, be approved as a true and accurate record of the proceedings and be duly signed.

**22-206    To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 28 February 2023: Unity Trust Account £66,317.29.
- b. It was **RESOLVED** that payments totalling £1464.76, as detailed on the monthly Finance Statement (Appendix A) be made.

**22-207 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 the grant application for Cllr Barnard's locality fund had been submitted in February and the money (£1000) quickly paid into the Council's bank account. The VAT reclaim had also been paid.

Confirmation of the precept request had been received, with the first tranche of £27,500 to be paid on 10 April, with the second on 11 September.

Emails had been received from the Blue Tree company who offered professional tree services in the local area and from a village resident regarding the wilding of a strip of land adjacent to her property. The Council was in favour of such a scheme.

The Clerk had chased Ringway about the light on the access track to the Recreation Ground and they had promised to raise a job as soon as possible.

**22-208 To receive the New Pavilion Working Group report.**

Cllr Maple had previously circulated the report (Appendix C). The open evening on 23 February had few attendees, but those that were there supported the project. The application to the National Lottery Fund had not been successful and the Football Foundation had suggested that the project is unlikely to receive more than £250,000. This does make the application process simpler and more flexible. There are ongoing discussions regarding cost reducing measures.

An Extraordinary Meeting of the Parish Council will be held on 16 March to appoint a Quantity Surveyor, following interviews of prospective companies by the Working Group.

**22-209 Planning.**

- a. To consider Planning Applications (as in Appendix A). Draft responses had been circulated from Cllrs Burleigh and Rowe. These were agreed and final versions will be sent out by the Clerk.
- b. To receive an update on Blakeney Homes. Nil
- c. To receive an update on West Lane Farm. Nil
- d. To consider the situation with regard to Wright's Farm. Cllr Parkin had circulated her report. It was agreed that Lynne Ceeney, Director of Environmental Sustainability from HCC should be invited to the next meeting of the Parish Council.

**22-210 To receive updates on Pirton road safety issues, including speed limits.**

Cllr Parkin had circulated her report. Details of the 20mph scheme had been received, but there were concerns over the proposed speed humps in West Lane and Priors Hill. More details were needed on the type and size of the humps. Cllr Parkin agreed to write to someone involved in the project at HCC. The Speed Indicator Device should now be in place by the end of April.

**22-211 To receive an update from the Communications Working Group.**

There was little to update.

**22-212 To receive an update on actions to be taken for the necessary maintenance of the Great Green track.**

This item had been covered in the public participation session. The work was planned for 10 June.

**22-213 To agree to take out a contract with HCC for the maintenance of the streetlights on the access road to the Recreation Ground.**

Proposed by Cllr Burleigh and seconded by Cllr Rogers, that a contract be taken out with HCC for the maintenance and testing of the three lights on the access track. **AGREED** by all present.

**22-214 To consider the renewal of the Contractor Services Agreements for Groundsman duties at the Recreation Ground and the Strimming of the parish paths.**

Proposed by Cllr Rogers and seconded by Cllr Burleigh that the agreement be renewed for 3 years from 1 April 2023 at £17.50 an hour for Groundsman duties and 20p per metre for strimming. **AGREED** by all present.

**22-215 To receive an update on the next Parish Council newsletter.**

Cllr Maple reported that the newsletter was now at the printers.

**22-216 To discuss the next Community Action Day to be held in April.**

Cllr Goodman had circulated an email with details of the day. Cllr Rowe suggested that an electric sander would aid progress on maintenance of the railings at Blacksmiths Pond. He would look into hire costs.

**22-217 To agree a date for the Annual Parish Meeting, namely 25 May 2023..**

The date of the Annual Parish Meeting was **AGREED** as 25 May 2023.

**22-218 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Cllr Rowe reported that on Footpath 005 tree stumps and other debris had been piled in the gap between the fence and No 2 Cotman End. He had written again to HCC regarding this but had still had no response. It was agreed that Cllr Rowe should escalate this issue.
- b. S106 Projects. Nil
- c. Village Environment. Parking on and damage to the verges around the village was continuing. Cllr Rowe would report damaged areas to Highways.
- d. Bury Trust. Works had been costed for Jack's Path and further maintenance work was to be scheduled. Costs would have to be shared with the Parish Council. The Council needed more detail on the work done. A financial plan was needed in order to sustain works done by and on behalf of the Trust.
- e. Village Hall. Cllr Parkin reported on various topics, including the problems with the leak into the floor of the Play Aloud room.

**22-219 To suggest items for the next meeting of the Parish Council to be held on Thursday, 13 April 2023 at Pirton Village Hall at 7.45 pm.**

- a. To consider funding proposals for the Bury Trust.

**Meeting Closed: 22.38 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

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

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

## Appendix A – Monthly Finance Statement

## Pirton Parish Council

### Bank Reconciliation at 28/02/2023

|                                   |            |           |  |                  |
|-----------------------------------|------------|-----------|--|------------------|
| Cash in Hand 01/04/2022           |            |           |  | 63,484.97        |
| <b>ADD</b>                        |            |           |  |                  |
| Receipts 01/04/2022 - 28/02/2023  |            |           |  | 61,804.65        |
|                                   |            |           |  | 125,289.62       |
| <b>SUBTRACT</b>                   |            |           |  |                  |
| Payments 01/04/2022 - 28/02/2023  |            |           |  | 58,972.33        |
| <b>A Cash in Hand 28/02/2023</b>  |            |           |  | <b>66,317.29</b> |
| (per Cash Book)                   |            |           |  |                  |
| Cash in hand per Bank Statements  |            |           |  |                  |
| Petty Cash                        | 28/02/2023 | 0.00      |  |                  |
| Pirton Parish Council Unity Trust | 28/02/2023 | 66,317.29 |  |                  |
|                                   |            |           |  | <b>66,317.29</b> |
| Less unrepresented payments       |            |           |  |                  |
|                                   |            |           |  | 66,317.29        |
| Plus unrepresented receipts       |            |           |  |                  |
| <b>B Adjusted Bank Balance</b>    |            |           |  | <b>66,317.29</b> |
| <b>A = B Checks out OK</b>        |            |           |  |                  |

## Payments

| Code                   | Date       | Description         | Supplier               | Net             | VAT         | Total           |
|------------------------|------------|---------------------|------------------------|-----------------|-------------|-----------------|
| Stationery             | 09/03/2023 | Expenses            | Edward Roberts (Clerk) | 29.25           | 5.86        | 35.11           |
| CPRE                   | 09/03/2023 | CPRE Subscriptioin  | CPRE                   | 36.00           |             | 36.00           |
| Salary                 | 09/03/2023 | Salary              | Edward Roberts (Clerk) | 602.70          |             | 602.70          |
| Room (Office Expenses) | 09/03/2023 | Expenses            | Edward Roberts (Clerk) | 30.00           |             | 30.00           |
| Telephone              | 09/03/2023 | Expenses            | Edward Roberts (Clerk) | 20.00           |             | 20.00           |
| Postage & Mileage      | 09/03/2023 | Expenses            | Edward Roberts (Clerk) | 12.15           |             | 12.15           |
| Street Cleaner         | 09/03/2023 | Street Cleaning     | Tony Smart             | 170.00          |             | 170.00          |
| Tax                    | 09/03/2023 | Tax & Employers NI  | HMRC Clerk's Tax       | 150.80          |             | 150.80          |
| Newsletter             | 09/03/2023 | Newsletter Printing | Form IT                | 408.00          |             | 408.00          |
| <b>Total</b>           |            |                     |                        | <b>1,458.90</b> | <b>5.86</b> | <b>1,464.76</b> |

## Receipts

| Code          | Date       | Description | Supplier                           | Net             | VAT | Total           |
|---------------|------------|-------------|------------------------------------|-----------------|-----|-----------------|
| VAT Reclaimed | 15/02/2023 | VAT Reclaim | HMRC VAT                           | 997.50          |     | 997.50          |
| New Pavilion  | 03/03/2023 | Grant       | Hertfordshire County Council (HCC) | 1,000.00        |     | 1,000.00        |
| <b>Total</b>  |            |             |                                    | <b>1,997.50</b> |     | <b>1,997.50</b> |

## Appendix B – Planning Applications

| Reference             | Detail                                                                                                                                                                                                                                                                                             |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>22/03245/FPH</b> | <b>5 High Street, Pirton</b><br><br><i>Single storey rear extension following demolition of existing outbuilding, insertion of windows to the principal and rear roof slopes of dwelling.</i><br><br>Comments to Thomas Howe by 15 March 2023<br><br><b>Previous comments stand.</b>               |
| <b>23/00371/FPH</b>   | <b>2 Cotman End, Pirton</b><br><br><i>Insertion of front ground floor window following removal of garage doors and rear elevation door to facilitate garage conversion into habitable accommodation</i><br><br>Comments to Tom Rea by 17 March 2023<br><br><b>Object on loss of parking space.</b> |

## Planning Decisions (for information only)

| Reference             | Detail                                                                                                                                                                 |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>22/02604/FPH</b> | <b>Walnut Tree Farm, 21 Walnut Tree Road, Pirton</b><br><br><i>Erection of detached shed/greenhouse (as amended)</i><br><br><b>Permission granted 28 February 2023</b> |

## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 9 March 2023**

1. The Working Group has met formally 16 times to date.
2. There are as expected a number of conditions attached to the planning permission although these do not appear to be excessively onerous/unexpected.
3. An Open evening was held on 23<sup>rd</sup> February. There were very few attenders, but all who did were in support. A donation was promised. Boards and feedback sheets were also provided at the Chapel for the 40 or so people attending a bat talk. Again, no negative feedback.
4. Three bids have been received for QS services ranging from c£10k to c£20k. Interviews will be held with all three on 14<sup>th</sup> March, and then a recommendation will be made for the preferred bid. Up to £5k is included in the £35k allocated for the next phase of the project.
5. To avoid a delay in awarding a contract, PPC is requested to delegate a decision on the preferred QS bid to the NPWG, and confirm that a contract may be entered into by the Parish Clerk. While the intention will be to proceed with the full contract the initial award will only commit to the next project phase (£5k allocated).

**Funding**

6. David Barnard has granted us £1,000 through the HCC Locality Fund.
7. A raffle held at the wine club raised £550 plus a donation of £100, and a pledge of £101.
8. Two offers have been made to sponsor the bar – one for £10k, and one for £5k.
9. An application made to the National Lottery Community Fund for £250k has not been successful.
10. The Football Foundation have suggested that we are unlikely to receive a grant for more than £250k.
11. A grant application for £250k will be able to be approved without going to a panel, and the timescale is flexible, with a decision expected in 6-8 weeks.
12. We have requested to proceed with a preliminary legal check on tenure by the FF's lawyers for £750 plus VAT.
13. The Working Group has produced a revised funding budget. Assuming £250k from the FF, and £300k from a PPC loan we have nearly £800k.
14. It is proposed that the Annual Parish meeting is used to seek confirmation from villagers that they are content that the PPC seeks a long-term (30 year) loan to contribute to pavilion cost.
15. Based on revised (more challenging) fundraising targets we have yet to identify potential sources for the final £50k. The next fund-raising meeting will be held at 7.30pm on 22<sup>nd</sup> Mar.
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. One person has been identified who may be willing to assist.
17. An A5 leaflet requesting donations has been produced, and it is intended to distribute these to each house with the Spring PPC Newsletter. Future fund-raising requests are likely to focus on seeking £100 or more for a "brick".

**Costs**

18. A further cost review meeting was held on 21<sup>st</sup> February and options for cost reduction are being worked through. An option to reduce the size and cost of the building by removing the meeting room was considered but not taken forward as this provides very useful functionality. The main options for cost reduction are in the roof design, and externals.

**Schedule**

19. A schedule has been produced for the next phase and a copy is attached.
20. 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 decision on the preferred Quantity Surveyor can be delegated to the NPWG.
- d. CONFIRM that the QS contract, with liability limited to the next phase, can be awarded by the Parish Clerk.

Simon Maple

Attachment: Level 1 Pavilion Programme – Phase 3

