

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 14 December 2023 at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

CLlr J Rogers (Chair), CLlr D Burleigh, CLlr S Maple, CLlr M Parkin, CLlr N Rowe

In attendance:

Mr Edward Roberts (Parish Clerk)

23-129 To receive and accept apologies for absence.

Apologies for absence had been received from CLlr Goodman and District CLlr Strong. CLlr Stirling did not attend.

23-130 Public Participation

CLlr Chris Lucas from North Herts Council attended to further his understanding of the local area and its issues. One member of the public was present in respect of the discussion on Wrights Farm.

23-131 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, CLlrs Burleigh and Parkin as members of the Wrights Farm Working Group and CLlr Maple as a member of the PSSC.

23-132 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 9 November 2023 as a true and accurate record.

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

23-133 To confirm and sign the Minutes of the Annual Budget Meeting held on Thursday 16 November 2023 as a true and accurate record.

It was **RESOLVED** that the minutes of the Annual Budget Meeting held on 16 November 2023, be approved as a true and accurate record of the proceedings and be duly signed.

23-134 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as at 30 November 2023: Unity Trust Account £104,304.89
- b. It was **RESOLVED** that payments totalling £12,157.40 as detailed on the monthly Finance Statement ([Appendix A](#)) be made.

23-135 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.

PIRTON PARISH COUNCIL

MINUTES: 14 December 2023

Signed: _____

Dated: _____

He reported that he had spoken to the Department for Levelling Up, Housing and Communities and the advice was that an application for a further £100,000 loan would be looked at favourably, providing the necessary consultation and budgetary measures had been taken. It was suggested that any application for the full £400,000 loan be delayed until next year, as the approval letter would only be valid for 12 months. Such a loan would replace the existing £300,000 one.

The interim audit was completed satisfactorily on 28 November with no adverse comments.

On the matter of the missing litter bins in the village, it would appear that the removal was part of North Herts waste management policy. Their monitoring had revealed little in the way of a litter problem, but they would continue to monitor the area.

The Council agreed to task the tree warden to cut back overhanging branches across the footpath from High Street to Little Lane, where they were growing from Parish Council owned land into adjacent property.

It was agreed that the Neighbourhood Plan website subscription would not be renewed.

23-136 To receive the New Pavilion Working Group report.

Cllr Maple had circulated the report (Appendix C). He went through the points, highlighting those of importance. The new, lower cost, design had been commissioned from the architect and an open evening arranged for 15 December to allow residents to see the results and comment.

The Council received a draft Memorandum of Understanding between the Parish Council and the Sports and Social Club from Cllr Maple. This would be further discussed with the Sports and Social Club.

23-137 Planning.

- a. To consider Planning Applications (as in Appendix A). Draft responses had been circulated by Cllr Burleigh. These were agreed and would be forwarded to the Clerk.
- b. To receive an update on Blakeney Homes. Cllr Rowe noted that the trees on the corner of the development had died and had not been maintained as stated by Blakeney. Cllr Burleigh offered to investigate the terms of the agreement. The parking space at No 2 had still not been inserted.
- c. To receive an update on West Lane Farm. There was little to say at this stage.
- d. To receive an update on Wright's Farm. The Parish Council had received an early copy of the planning application from HCC. Once the full application was received, the Parish Council would comment in the usual way. It was agreed that a short response should be sent based the meeting that took place with HCC. Cllr Rowe noted that there may be a requirement for change of use from agricultural.

23-138 To receive an update on Pirton road safety issues, including speed limits.

Cllr Parkin had circulated her report. Highways are finalising the detailed design of the 20mph scheme ahead of the final consultation. This is likely in early 2024. Cllr Parkin would contact Urbaser regarding street gutter cleaning.

23-139 To receive an update from the Communications Working Group

In the absence of Cllr Goodman there was no update.

23-140 To discuss the removal of litter bins by Urbaser and formulate a response.

Cllr Parkin had corresponded with North Herts Council regarding the bins. It appeared to be their policy now to remove bins where there was no perceived litter problem. It was

agreed that the Parish Council’s litter picker should monitor the area and provide photographic evidence if there was an increase in litter.

23-141 To discuss the outcomes from the meeting with HCC on the future of Wrights Farm.

Cllr Burleigh had circulated her notes from the meeting and Cllr Parkin had added a number of points. Actions taken are noted under item 23-137d.

23-142 To receive reports on the following:

- a. Parish Paths Partnership (P3). Cllr Rowe was still chasing action on Footpath 005. With no response received, it was suggested that he contact the Chief Executive directly.
- b. S106 Projects. Nil
- c. Village Environment. It was agreed that street gutters needed clearing. Cllr Rogers thanked those concerned for the village Christmas lights.
- d. Bury Trust. Cllr Parkin was still waiting to hear regarding the funding application she had initiated.
- e. Village Hall. Cllr Parkin had circulated her report.

23-143 To suggest items for the next meeting of the Parish Council to be held on Thursday, 11 January 2024 at Pirton Village Hall at 7.45 pm.

- a. Agreement to apply for planning permission for the new pavilion re-design..

Meeting Closed: 9.36pm.

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 30/11/2023

Cash in Hand 01/04/2023		66,699.36
ADD		
Receipts 01/04/2023 - 30/11/2023		66,119.69
		132,819.05
SUBTRACT		
Payments 01/04/2023 - 30/11/2023		28,514.16
A Cash in Hand 30/11/2023		104,304.89
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	30/11/2023	0.00
Pirton Parish Council Unity Trust	30/11/2023	104,304.89
		104,304.89
Less unrepresented payments		
		104,304.89
Plus unrepresented receipts		
B Adjusted Bank Balance		104,304.89
A = B Checks out OK		

Payments

Code	Date	Description	Supplier	Net	VAT	Total
The Royal British Legion	10/11/2023	Remembrance Wreath	The Royal British Legion	35.00		35.00
Sports Pavilion	14/12/2023	Sports Pavilion Design	Simon Knight Architects	2,500.00	500.00	3,000.00
Grass Cutting Rec	14/12/2023	Rec Grass Cutting	Bullard & Son	2,607.20	521.44	3,128.64
Parish Paths	14/12/2023	Parish Paths	Steve Kitchiner	823.92		823.92
General Maintenance	14/12/2023	Litter Bin	Edward Roberts (Clerk)	29.98		29.98
Sports Pavilion	14/12/2023	New Pavilion Utility Survey	Mike Worby Survey Consultancy Ltd	1,900.00	380.00	2,280.00
Salary	14/12/2023	Salary	Edward Roberts (Clerk)	1,003.20		1,003.20
Tax	14/12/2023	Tax & Employers NI	HMRC Clerk's Tax	251.00		251.00
Employer's NI	14/12/2023	Tax & Employers NI	HMRC Clerk's Tax	68.47		68.47
Room (Office Expenses)	14/12/2023	Expenses	Edward Roberts (Clerk)	30.00		30.00
Telephone	14/12/2023	Expenses	Edward Roberts (Clerk)	20.00		20.00
Postage & Mileage	14/12/2023	Expenses	Edward Roberts (Clerk)	16.20		16.20
Stationery	14/12/2023	Expenses	Edward Roberts (Clerk)	5.99		5.99
Groundsman	14/12/2023	Groundsman Duties	Steve Kitchiner	1,015.00		1,015.00
Audits	14/12/2023	Internal Audit	AprilSkies Accounting	152.50		152.50
Room Hire	14/12/2023	Room Hire	Village Hall	37.00		37.00
Street Cleaner	14/12/2023	Street Cleaning	Tony Smart	260.50		260.50
Total				10,755.96	1,401.44	12,157.40

Receipts

Code	Date	Description	Supplier	Net	VAT	Total
New Pavilion	07/12/2023	Grant	North Herts District Council (NHDC)	2,233.00		2,233.00
Total				2,233.00		2,233.00

Signed: _____ Dated: _____

Appendix B – Planning Applications

Reference	Detail
i 23/02622/FPH	<p>34 Royal Oak Lane, Pirton</p> <p><i>Increase in height to create larger first floor with roof accommodation; two and single storey front, side and rear extensions; front and rear dormer windows; new basement, alterations to openings; erection of outbuilding to facilitate pool house/changing room/shower, erection of pergola and installation of pool, new gates to side of dwelling</i></p> <p>Comments to Andrew Hunter by 16 December 2023</p> <p>Objections raised on multiple grounds</p>
ii 23/02576/FPH	<p>The Almonds, 8A High Street, Pirton</p> <p><i>Single storey front extension</i></p> <p>Comments to Ben Glover by 20 December 2023</p> <p>No objections</p>

Planning Decisions (for information only)

Reference	Detail
i 23/02422/PNR	<p>West Lane Farm, West Lane, Pirton</p> <p><i>Change of Use of agricultural building to offices</i></p> <p>Prior approval is not required</p>
ii	

Signed: _____ Dated: _____

Appendix C - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 14 December 2023

New Pavilion Working Group report to PPC 14 th December 2023

1. The Working Group has met formally 25 times to date.

Design

2. Following consideration of various alternative designs to reduce the cost, we believe that we now have a cost effective and hopefully affordable design.
3. RIBA Stage 2 design has been completed and our Quantity Surveyor (RLP) has been closely involved and has provided an updated cost estimate. This shows that the total cost going forward has reduced by about £300k from c£1.5m to c£1.2m (£1.167m).
4. The option to allow a reduced initial build by deferring the build of the studio and the lobby is not a viable option. The cost saving was estimated as less than £32k due to the need provide additional external walls, and the cost of adding them later would be more than £75k.
5. Although the cost reduction isn't quite as much as hoped for, the Quantity Surveyor believes that there is now no further scope for value engineering/cost reduction without loss of functionality.
6. The main design changes are – A squarer design that reduces corridor space, and reduces the external wall length; a simplified roof structure; brick rather than timber cladding; electric heating.
7. The location remains in the north west corner, but the squarer design will hopefully allow us to keep the existing pavilion operational during construction which will allow events to continue, and therefore more revenue to support the project.
8. The soil survey and services survey have been completed and we have received the services survey report. The soil survey report is expected before Christmas.
9. RIBA stage 3 redesign has commenced and is expected to complete by the end of January 2024, so that revised planning permission can be applied for in February.

Funding

10. Assuming a £250k grant from the Football Foundation (FF) and a £300k Parish Council loan, identified funding totals about £872k. This leaves a funding gap of c£295k. (Our last set of display boards showed a funding gap of £350k.)
11. It is proposed to apply to the FF for a larger grant of £350/400k.
12. Councillors Burleigh, Parkin and Maple attended two 1.5 hour on line training courses on Charitable Trusts and further details will be presented to PPC.
13. A football club quiz night raised c£300, and a Christmas event is being held. A Burn's night supper has been arranged for 26th January 2024 and the few remaining tickets (of 100) are now available. Any sponsorship of prizes would be gratefully received.
14. The first payment (£2233) from the NHDC grant of £50k has been received.
15. An open event is taking place on 15 th December (4.30-8pm at PSSC) to seek comments on the revised design, and the proposal for an additional PPC loan of £100k. Attendance by Councillors to discuss the proposals with villagers is requested.
16. The working group continues to strongly recommend that the PPC take out an

additional £100k loan to support this project. The PWLB interest rate has dropped to 5.4% (compared to 5.67% at the budget meeting in November), although the rate has been volatile, and could increase.

Schedule

17. A level one schedule taking account of the redesign is attached. This shows that if we are to apply for the FF grant in October (the last opportunity in this round), we will have to start detailed design before receiving revised planning permission. While this is a risk, based on the previous submission the working group believe that it is a low risk that is worth taking.

Management arrangements

18. A revised draft Memorandum of Understanding will be presented to PPC. Comments/agreement are requested to forward this to PSSC for their views.

19. 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. PROVIDE any sponsorship for prizes for the Burn's night event.
- d. SUPPORT the village event on the 15 th December.

Simon Maple

