

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 10 August 2023 at 7.45 pm

www.pirtonparishcouncil.org.uk

Present:

CLlr J Rogers (Chair), CLlr A Goodman, CLlr S Maple, CLlr M Parkin

In attendance:

Mr Edward Roberts (Parish Clerk)

23-58 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from CLlrs Burleigh, Rowe and Stirling.

23-59 Public Participation

No members of the public were present. District CLlr C Strong attended but there was little to update, with council business generally quiet.

23-60 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 Goodman as a member of Wild About Pirton and the Wrights Farm Working Group, CLlr Maple as a member of the PSSC and CLlr Parkin as a member of the Wrights Farm Working Group.

23-61 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 13 July 2023 as a true and accurate record.

It was **RESOLVED** that the minutes of the Council Meeting held on 13 July 2023, be approved as a true and accurate record of the proceedings and be duly signed.

23-62 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as at 31 July 2023: Unity Trust Account £91,729.04
- b. It was **RESOLVED** that payments totalling £2246.10 as detailed on the monthly Finance Statement ([Appendix A](#)) be made.

23-63 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 original email response from DLUHC to the loan application had been misdirected, delaying the decision-making process by nearly 6 weeks. He had been in correspondence with the DLUHC over some details that needed clarification and was now waiting for a final decision.

He had tried to obtain the necessary three quotes for renewal of the Council's insurance, due at the end of September. The Council's current insurers had sent the pre-renewal

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paperwork, which had been returned, but had failed to send a renewal quote by the required deadline. BHIB and Zurich had sent quotes which were at a similar level to last year's renewal with Ecclesiastical. However, neither BHIB nor Zurich would insure the Bury Trust trustees under the Council's policy as the Trust is a separate entity.

The agreement with Ecclesiastical went back to 2011 and the Clerk has a copy of the formal agreement to include the Bury Trust.

He reported that one allotment holder wished to give up his full plot and retain a half plot. To that end, a half plot (Plot 5b) has been offered to the resident at the top of the waiting list.

The Clerk had completed his annual inspection of the assets assigned to him and reported that there was little change from last year. There was further deterioration of the Little Green and Recreation Ground information boards, which were loose in the ground and difficult to read.

23-64 To confirm April Skies Accounting as the Council's internal auditors for the financial year 2023/24.

Proposed by Cllr Rogers and seconded by Cllr Goodman, that April Skies Accounting be retained as the Council's internal auditors for the current financial year. **AGREED** by all present.

23-65 To consider the three quotes received for the Council's insurance and to select the quote that best suits the business of Pirton Parish Council and the Bury trust.

Following on from the Clerk's report on this subject, it was agreed that the current arrangement with Ecclesiastical Insurance through Gallaghers suited the Council's requirements best. The Bury Trust would continue to be included on the Council's insurance as the most cost effective method of insuring the trustees.

The Clerk agreed to circulate the renewal quote from Gallaghers as soon as it was received.

23-66 To receive the New Pavilion Working Group report.

Cllr Maple had circulated the report (Appendix C). He reported that the QS paperwork had now been signed and would be copied and sent off. A value engineering meeting would be held later this month to consider a number of cost saving options.

It appeared that if the new pavilion was a registered charity, then the available avenues for funding would be much greater. The previous Recreation Ground charity had been dissolved, so a new application would have to be made.

On the question of storage, Cllr Rogers suggested the loss of two parking spaces could cause problems and it would be better if the containers could be sited elsewhere.

The Council approved the delivery of a Christmas card to all residents reminding them of the fund raising arrangements for the pavilion.

23-67 To discuss the proposed objectives and outline process for the new pavilion management arrangements.

Cllr Maple had circulated the relevant documents (Appendix D). The topics covered by the draft objectives were generally approved by those present. Cllr Rogers stressed that longevity was essential, along with protection for the management team and the PPC. A business plan was needed prior to any agreement. Cllr Strong suggested that the PPC would not necessarily have to own the building, but Cllr Goodman pointed out that this would be a substantial asset for the Parish Council.

On the process involved to establish the management arrangements, it was agreed that the objectives should go before the Council at the next meeting. The preferred option would be for a non-profit arrangement with a peppercorn rent, avoiding VAT issues.

A meeting with the PSSC would be held on 7 September to discuss the arrangements prior to drafting a Memorandum of Understanding.

Legal advice would be required before any agreement was put in place.

23-68 Planning.

- a. To consider Planning Applications (as in Appendix A). Cllr Rogers reported the deliberations of the Planning Working Group. The Clerk would submit the Council's comments to NHDC.
- b. To receive an update on Blakeney Homes. Nil
- c. To receive an update on West Lane Farm. Cllr Parkin reported that negotiations continued on the sale.
- d. To receive an update on Wright's Farm. Both Cllr Parkin and Cllr Goodman had circulated updates. Cllr Goodman had arranged a meeting with Anglian Water and hoped to show them the Washbrook within Wrights Farm. Enquiries were being made to see if the Washbrook could be registered with the Environment Agency as a chalk stream.

23-69 To receive an update on Pirton road safety issues, including speed limits.

Public consultation will take place from 14 August to 18 September on the 20mph scheme for Pirton. Residents will be sent a letter from HCC to explain the proposals with a copy of the plan. It is hoped that feedback from as many residents as possible will be sent to Highways. The Parish Council will facilitate this with further publicity.

23-70 To receive an update from the Communications Working Group

An update had been circulated by Cllr Goodman. The Community Action Day will go ahead on 15 October and will be publicised. An Instagram account has been set up and further research will take place to see how it can be used to good effect. A review of the pirton.org website will be conducted in the autumn.

23-71 To consider the latest draft of the Bury Trust Conservation Management Plan..

This item will be carried forward. There is a possibility that Wild About Pirton will take over responsibility for the thistle spraying. The way ahead will certainly involve grazing cattle.

23-72 To receive reports on the following:

- a. Parish Paths Partnership (P3). Cllr Parkin had been in contact with the council and had received a promise that Footpath 005 would be looked at.
- b. S106 Projects. Nil.
- c. Village Environment. Nil
- d. Bury Trust. Nothing that was not covered in Item 23-71
- e. Village Hall. The hall has been promised funding by North Herts Council to repair the access track along the side of the hall to the car park.

23-73 To suggest items for the next meeting of the Parish Council to be held on Thursday, 14 September 2023 at Pirton Village Hall at 7.45 pm.

Cllr Maple suggested that it was time to discuss the next newsletter.

Meeting Closed: 9.47 pm.

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

Appendix D – PPC Objectives for New Pavilion Management Arrangements

Appendix A – Monthly Finance Statement

Pirton Parish Council

Bank Reconciliation at 31/07/2023

Cash in Hand 01/04/2023		66,699.36
ADD		
Receipts 01/04/2023 - 31/07/2023		35,707.96
		102,407.32
SUBTRACT		
Payments 01/04/2023 - 31/07/2023		10,678.28
A Cash in Hand 31/07/2023		91,729.04
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	31/07/2023	0.00
Pirton Parish Council Unity Trust	31/07/2023	91,754.04
		91,754.04
Less unrepresented payments		25.00
		91,729.04
Plus unrepresented receipts		
B Adjusted Bank Balance		91,729.04
A = B Checks out OK		

Signed: _____ Dated: _____

Payments

Code	Date	Description	Supplier		Net	VAT	Total
Grants	14/07/2023	Grant	St Mary's PCC	Z	900.00		900.00
Salary	10/08/2023	Salary	Edward Roberts (Clerk)	Z	613.85		613.85
Room (Office Expenses)	10/08/2023	Expenses	Edward Roberts (Clerk)	Z	30.00		30.00
Telephone	10/08/2023	Expenses	Edward Roberts (Clerk)	Z	20.00		20.00
Postage & Mileage	10/08/2023	Expenses	Edward Roberts (Clerk)	Z	14.15		14.15
Tax	10/08/2023	Tax & Employers NI	HMRC Clerk's Tax	Z	153.40		153.40
Council	10/08/2023	Minutes Binding - J S Wilson	Edward Roberts (Clerk)	Z	146.62		146.62
Street Cleaner	10/08/2023	Street Cleaning	Tony Smart	Z	187.56		187.56
Employer's NI	10/08/2023	Tax & Employers NI	HMRC Clerk's Tax	Z	1.28		1.28
General Maintenance	10/08/2023	No Parking Bus Route Signs	Marilyn Parkin	S	33.53	6.71	40.24
Society of Local Council Clerks (SLCC)	10/08/2023	Annual Subscription	SLCC	Z	139.00		139.00
					2,239.39	6.71	2,246.10

Receipts

Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
New Pavilion	14/07/2023	Donation	Hobart prints	Z	132.00		132.00
New Pavilion	31/07/2023	Donation	Tennis Club	Z	426.00		426.00
New Pavilion	01/08/2023	Donation	Pirton Sports and Social Club (PSSC)	Z	67.60		67.60
New Pavilion	07/08/2023	Donation	A Banton	Z	5.00		5.00
Total					630.60		630.60

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Appendix B – Planning Applications

Reference	Detail
i 22/01579/FPH	<p>The Almonds, 8A High Street, Pirton</p> <p><i>Single storey front extension</i></p> <p>Comments to Ben Glover by 4 August 2023 (extended to 11 August)</p> <p>No objections</p>
ii 23/01524/FPH	<p>Burge End Barns, 5 Burge End Lane, Pirton</p> <p><i>Conversion of existing storage shed into office/tractor store.</i></p> <p>Comments to Andrew hunter by 4 August 2023 (extended to 11 August)</p> <p>No objections but caveat on further development of building</p>
iii 23/01658/FPH	<p>11 Royal Oak lane, Pirton</p> <p><i>Single storey rear extension. Insertion of dormer window to existing rear roofslope following removal of rear chimney</i></p> <p>Comments to Andrew Hunter by 19 August 2023</p> <p>No objections</p>

Planning Decisions (for information only)

Reference	Detail
23/01310/FPH	<p>22 Cromwell Way, Pirton</p> <p><i>First floor side extension over existing extension and front porch extension, new cladding to front elevation</i></p> <p>Permission granted 24 July 2023</p>

Signed: _____ Dated: _____

Appendix C - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 10 August 2023

1. The Working Group has met formally 21 times to date.
2. The QS contract paperwork has been prepared for signing by the Parish Clerk following signing by RLP. The agreement was changed to reduce the risk of a fee increase based on a cost increase for the building. If the scope changes the fee may increase, but otherwise it should not.
3. The QS has produced a comprehensive detailed quotation (to be forwarded separately). This shows a substantial cost increase. The estimate includes a lot more factors than the previous cost plan, and we have covered a number of these in our overall cost planning (eg contingency). The reason for the increase will be one or more of:
 - The July 22 cost plan was optimistic/incomplete
 - This estimate is pessimistic/covers items not required
 - Inflation
4. Inflation will be a factor, but this has been easing and would not explain all of the increase.
5. A Value Engineering meeting is arranged for 17th August to consider a number of cost-saving options. This will include a high-level assessment of significant changes – building size, shape, design (eg sections of flat roof).

Funding

6. The meeting with the Football Foundation scheduled for the 31st August had to be postponed due to bereavement. A revised meeting date is being sought.
7. Diane Burleigh has examined the Directory of Grant giving organisations and produced a list of possibilities. Unfortunately, the list is small as we are not a charity.
8. The NPWG believes that the possibility of the PPC forming a charity should be considered. There was a charity covering the Recreation Ground in the past, and if such an arrangement was viable this would open up a large number of potential funding sources.
9. A fund-raising cricket match between the cricket and tennis clubs was held on the 28th July, which raised nearly £450. A tennis match between the two clubs is proposed, and provisionally will be on the 8th September.
10. A stall will be run at the car rally on the 17th August to promote the new pavilion, and seeking to raise funds.
11. Either a black-tie dinner, or more likely a Burns night supper are being considered as fund raising opportunities.
12. It is proposed to produce a Christmas card with our Architect's impression of the new building, with snow and Father Christmas with sleigh and reindeers for delivery in November/early December to every dwelling in the village. Proposed wording inside is attached.

Management arrangements

13. An informal PPC meeting was held on the 20th July to consider management arrangements for the new pavilion. The output from that meeting is a separate agenda item for the PPC meeting.

Signed: _____ Dated: _____

Storage

- 14. The Football Foundation will potentially provide a 75% grant towards containers for storage (independent of our pavilion grant application). The PSSC have proposed that they would organize the acquisition of two 20 foot containers to be positioned in the corner of the car park by the playground, and ditch. One would be for PPSC equipment, and one for the Football Club.
- 15. It is proposed that at least one would be a new container.
- 16. A local farmer believes that he will be able to transport them onto site and into position.
- 17. There would still be a requirement for further storage, near the tennis courts/MUGA for the cricket club, and possibly further football club storage.
- 18. The Football Foundation would require planning permission or equivalent to provide a grant, and PSSC would prepare this, if PPC approves.
- 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. APPROVE the proposed Christmas fund raising card.
 - d. APPROVE the proposed acquisition of two storage containers, and the preparation of planning permission or equivalent.

Simon Maple

Attachment

Christmas card wording

Dear Villagers,

We are hoping to build the new pavilion soon, but we need to raise enough money, and costs have increased significantly over the last couple of years. This is an exciting and important project for the village.

Thank you very much if you have donated or supported in any way. If not, we would be very grateful for all donations, sponsorship, or help at, or with, fund raising events.

All donations or pledges over £100 can be recognised in your name on a board to be displayed in the new pavilion. Corporate donations or pledges of £1000 or more can be recognised on a plaque, and sponsorship of the building, rooms or pitches for £5000 or more will give appropriate naming rights. Details for money transfers are shown below, or you can make arrangements via Simon Maple at smaple16@gmail.com.

We wish you and your families a very Happy Christmas, and a healthy and happy New Year.

Pirton Parish Council

Payments can be made to:

Pirton Parish Council, sort code 608301, account number 20339078, reference New pavilion fund.

Signed: _____ Dated: _____

Appendix D – PPC Objectives for New Pavilion Management Arrangements

PPC Objectives for New Pavilion Management

Arrangements

1. A constructive relationship with PPC and other village groups (eg Village Hall, Pubs, Methodist Chapel).
2. An agreement that makes sure that the pavilion management is sustainable and self-sufficient.
3. Arrangements that protect the management team, and the community.
4. A non-profit making arrangement for PPC and the management team with money ploughed back into the facilities and community.
5. In principle surplus money to go into 1 pot to cover repairs, maintenance, servicing, ongoing costs, sinking fund.
6. Light touch supervision by the PPC.
7. A 1:1 relationship between PPC and the management team. Relationships with clubs to be with the management team.
8. Any “sub-tenancies” to be by the management team subject to PPC approval (not to be unreasonably withheld).
9. Right of audience between PPC and clubs.
10. Agreement to support existing activities and encourage growth and expansion of activities, and times of opening– outdoor and indoor sporting activities, social clubs, activities, parties, receptions, business activities, refreshments.
11. Use to be village orientated, but open to all, inclusive and encouraging diversity.
12. Uses to be legal, safe, compliant with rules for sporting bodies, and such that the PPC and management team will not be brought into disrepute.
13. Compliant with Football Foundation, and other grant providers’ requirements/undertakings.
14. Regular reporting covering finance, use, maintenance etc.
15. Termination arrangements to cover non-compliance with the agreement.
16. Adequate insurance arrangements to be in place covering PPC and the Management team.
17. Suggested duration 10 years, with, say a review after 7 years to consider an extension.