

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 11 April 2024 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, Cllr N Rowe

In attendance:

Mr Edward Roberts (Parish Clerk)

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### 23-198 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from Cllr Burleigh as she would be late (she joined the meeting at 8.20pm). Cllr Stirling did not attend.

### 23-199 Public Participation

District Cllr C Strong and one member of the public attended. No matters were raised from the floor, but Cllr Strong gave the meeting an update on North Hertfordshire Council matters, including the forthcoming elections, voter ID and the new leisure contract. She also made the point that on the matter of Wrights Farm and the planning application, the ownership of the land was not a factor.

### 23-200 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 Cllrs Burleigh and Goodman as members 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.

### 23-201 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 14 March 2024 as a true and accurate record.

It was **RESOLVED** that the minutes of the Council Meeting held on 14 March 2024, be approved as a true and accurate record of the proceedings and be duly signed.

### 23-202 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as at 31 March 2024: Unity Trust Account £79,496.56
- b. It was **RESOLVED** that payments totalling £5567.12 as detailed on the monthly Finance Statement (Appendix A) be made.

### 23-203 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 end of year financial procedures were ongoing, invoices had been raised for allotment holders and parking permits and monies were coming in. The first tranche of the precept had been received.

A final VAT reclaim had been submitted for 2023-24 in the sum of £2849.24 and in accordance with his contract of employment, his salary would increase to £15.21 an hour from 1 April 2024. A letter to that effect had been received from the Parish Council Chairman.

A 'thank you' letter had been received from Essex & Herts Air Ambulance following the Council's donation.

The Clerk brought up the matter of overhanging trees in two locations in the village and Cllr Rogers agreed to make site visits with the tree warden to determine the precise nature of the problem.

The Clerk reported that his printer, bought at no cost to the Parish Council in 2018, was malfunctioning on a regular basis. The Councillors present agreed that he should purchase a replacement printer. He estimated the cost to be between £150 and £200.

**23-204 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, including the fact that the existing electricity supply would be perfectly adequate for the revised build. A drainage investigation had taken place and the likely solution would be a small treatment plant discharging clean water into the existing ditch.

**23-205 Planning.**

- a. To consider Planning Applications (as in Appendix A). Cllr Burleigh ran through the response to the Water Tower application and Cllr Rowe spoke on the application for the Lodge. In addition, there was comment and discussion on the proposed shed at 30 Shillington Road and the associated work that had taken place, including the removal of trees and hedges. Cllr Rowe had written to Andrew Hunter at the planning department. It was agreed that the situation should be closely monitored.
- b. To receive an update on Blakeney Homes. Nil.
- c. To receive an update on West Lane Farm. Cllr Parkin had spoken to the agents and had been assured that the presence of asbestos was being passed on to prospective buyers. There had been no progress over the possible buried asbestos on the land.
- d. To receive an update on Wright's Farm. Cllr Parkin spoke on this. She would be attending the Herts County Council meeting to raise the relevant issues. Cllr Rogers had met with our local Member of Parliament to discuss the Parish Council's concerns and the attempts to register the Washbrook as a chalk stream.

**23-206 To receive updates on Pirton road safety issues, including speed limits.**

Cllr Parkin had received no updates on the flooding or 20mph speed limit work. Potholes on Walnut Tree Road had been filled in on what appeared to be a temporary basis.

**23-207 To receive an update from the Communications Working Group**

Cllr Goodman apologised that there was no report this month.

**23-208 To agree a name for the charity to be associated with the new pavilion.**

It was **RESOLVED** that the name of the charity be The Pirton Pavilion CIO.

**23-209 To confirm the type of charity, number of trustees, status of the land and the exact objects of the charity (subject to legal checks).**

The following resolutions were agreed:

- a. It was **RESOLVED** that the new Charity will be a Charitable Incorporated Organisation (CIO)
- b. It was **RESOLVED** that the trustees of the Charity be The Pirton Parish Council.
- c. it was **RESOLVED** that ownership of the land forming the Recreation Ground will remain with the Pirton Parish Council. A lease over the land will be granted to the Charity to enable it to carry out its charitable objectives.
- d. It was **RESOLVED** that subject to legal advice, the objectives of the Charity should encompass and include: for the public benefit to promote and advance sport, in particular, but not exclusively, by providing facilities for playing football, cricket and tennis; to provide facilities for community participation for the benefit of the people of Pirton and surrounding communities in social and recreational activities; and to provide facilities for recreation and other leisure time occupations in the interests of social welfare by reducing social exclusion and encouraging public participation.

It was suggested that the Charity should also promote physical and mental health and welfare amongst the community and advice would be taken on whether to include this.

**23-210 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Following a site visit and inspection of Footpath 005, Cllr Rowe had received confirmation that Blakeney Homes would be asked to remove the fence. The other landowner concerned would also be contacted. The Council wished to record their thanks to Cllr Rowe for his persistence in pursuing this matter.
- b. S106 Projects. Cllr Burleigh was still waiting for a response on the matter of the £5000 promised from Blakeney Homes.
- c. Village Environment. It was suggested that another dog waste bin be installed by the one remaining gate to the Bury which does not have one. A lot of bags have just been deposited in the hedge. Cllr Strong suggested that Parish Council apply for a grant from the Southern Rural Forum to offset some of the cost. The Clerk would action this.
- d. Bury Trust. Cllr Goodman had circulated her report. Strimming had taken place on Toot Hill and the fencing had been repaired in readiness for the return of the cattle. Some were already in place. The Parish Council agreed to pay 50% of the total fencing costs, a contribution of a little over £600.
- e. Village Hall. Cllr Parkin reported that a new chairman had been proposed and that a new cooker was being purchased for the kitchen.

**23-211 To suggest items for the next meeting of the Parish Council to be held on Thursday 9 May 2024 at Pirton Village Hall at 7.45pm.**

The Clerk commented that as this was the Council's Annual Meeting, there would already be a very full agenda.

**Meeting Closed: 9.19 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 31/03/2024

|                                   |            |                  |
|-----------------------------------|------------|------------------|
| Cash in Hand 01/04/2023           |            | 66,699.36        |
| <b>ADD</b>                        |            |                  |
| Receipts 01/04/2023 - 31/03/2024  |            | 78,721.52        |
|                                   |            | 145,420.88       |
| <b>SUBTRACT</b>                   |            |                  |
| Payments 01/04/2023 - 31/03/2024  |            | 65,924.32        |
| <b>A Cash in Hand 31/03/2024</b>  |            | <b>79,496.56</b> |
| (per Cash Book)                   |            |                  |
| Cash in hand per Bank Statements  |            |                  |
| Petty Cash                        | 31/03/2024 | 0.00             |
| Pirton Parish Council Unity Trust | 31/03/2024 | 79,496.56        |
|                                   |            | <b>79,496.56</b> |
| Less unrepresented payments       |            |                  |
|                                   |            | 79,496.56        |
| Plus unrepresented receipts       |            |                  |
| <b>B Adjusted Bank Balance</b>    |            | <b>79,496.56</b> |
| <b>A = B Checks out OK</b>        |            |                  |

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

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

## Payments

| Code                   | Date       | Item                   | Supplier                |   | Net             | VAT           | Total           |
|------------------------|------------|------------------------|-------------------------|---|-----------------|---------------|-----------------|
| Salary                 | 11/04/2024 | Salary                 | Edward Roberts (Clerk)  | Z | 669.80          |               | 669.80          |
| Tax                    | 11/04/2024 | Tax & Employers NI     | HMRC Clerk's Tax        | Z | 167.40          |               | 167.40          |
| Room (Office Expenses) | 11/04/2024 | Expenses               | Edward Roberts (Clerk)  | Z | 30.00           |               | 30.00           |
| Telephone              | 11/04/2024 | Expenses               | Edward Roberts (Clerk)  | Z | 20.00           |               | 20.00           |
| Postage & Mileage      | 11/04/2024 | Expenses               | Edward Roberts (Clerk)  | Z | 16.20           |               | 16.20           |
| Employer's NI          | 11/04/2024 | Tax & Employers NI     | HMRC Clerk's Tax        | Z | 10.93           |               | 10.93           |
| Room Hire              | 11/04/2024 | Room Hire              | Village Hall            | Z | 42.50           |               | 42.50           |
| HAPTC                  | 11/04/2024 | Annual Subscription    | HAPTC                   | Z | 744.39          |               | 744.39          |
| Contingency            | 11/04/2024 | Charity Legal Work     | Wellers Law Group       | X | 500.00          |               | 500.00          |
| Sports Pavilion        | 11/04/2024 | Sports Pavilion Design | Simon Knight Architects | S | 2,631.25        | 526.25        | 3,157.50        |
| Street Cleaner         | 11/04/2024 | Street Cleaning        | Tony Smart              | Z | 208.40          |               | 208.40          |
| <b>Total</b>           |            |                        |                         |   | <b>5,040.87</b> | <b>526.25</b> | <b>5,567.12</b> |

## Receipts

| Code            | Date       |                       | Supplier                             |   |                  | Total            |
|-----------------|------------|-----------------------|--------------------------------------|---|------------------|------------------|
| Miscellaneous   | 02/04/2024 | Annual Licence        | Pirton Sports and Social Club (PSSC) | Z | 1.00             | 1.00             |
| New Pavilion    | 02/04/2024 | Donation              | JA & CJ Stimson                      | Z | 200.00           | 200.00           |
| New Pavilion    | 02/04/2024 | Donation              | Sarah Free                           | Z | 100.00           | 100.00           |
| Precept         | 09/04/2024 | Precept First Payment | North Herts District Council (NHDC)  | Z | 31,074.89        | 31,074.89        |
| Grants          | 09/04/2024 | CTRS First Payment    | North Herts District Council (NHDC)  | Z | 425.11           | 425.11           |
| Allotment Rents | 09/04/2024 | Allotment rent        | E Picken                             | Z | 20.00            | 20.00            |
| Allotment Rents | 09/04/2024 | Allotment rent        | Kate Carpenter                       | Z | 38.00            | 38.00            |
| Allotment Rents | 09/04/2024 | Allotment rent        | R & D Black                          | Z | 40.00            | 40.00            |
| Allotment Rents | 09/04/2024 | Allotment rent        | Mark Cooper                          | Z | 40.00            | 40.00            |
| Allotment Rents | 09/04/2024 | Allotment rent        | Wheeler                              | Z | 20.00            | 20.00            |
| Tennis Club     | 09/04/2024 | Tennis Club Rental    | Pirton Tennis Club                   | Z | 1,631.34         | 1,631.34         |
| <b>Total</b>    |            |                       |                                      |   | <b>33,590.34</b> | <b>33,590.34</b> |

PIRTON PARISH COUNCIL

MINUTES: 11 April 2024

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

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

## Appendix B – Planning Applications

| Reference           | Detail                                                                                                                                                                                                                                                                                                                                                          |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i      24/00403/OP  | <p><b>Pirton Water Tower, Priors Hill, Pirton</b></p> <p><i>Outline Planning Application for one detached dwelling and garage following demolition of existing water tower (all matters reserved) (all matters reserved)</i></p> <p>Comments to Anne McDonald by 11 April 2024 (extended to 12 April)</p> <p><b>The Council objects to this application</b></p> |
| ii     24/00544/FPH | <p><b>The Lodge, Shillington Road, Pirton</b></p> <p><i>Two storey rear extension including first floor side balcony platform, dormer windows and rooflights. External cladding</i></p> <p>Comments to Andrew Hunter by 7 April 2024 (extended to 12 April)</p> <p><b>The Council is concerned about the provision of rooflights</b></p>                        |

## Planning Decisions (for information only)

| Reference           | Detail                                                                                                                                                                                                 |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i      24/00257/FPH | <p>33 Royal Oak Lane, Pirton</p> <p><i>Single storey side and rear extensions following demolition of existing conservatory and attached single garage.</i></p> <p>Permission granted 9 April 2024</p> |

## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 11 April 2024**

1. The Working Group has met formally 29 times to date.
2. A Design Team Meeting was held on 28 th March with the architects and M+E engineers.
3. The anticipated date for the decision on our planning permission application is 15 th May.
4. Slight revisions to the changing rooms have been made in line with FF/Sport England guidance.
5. The designs have been changed to reduce the peak electricity demand. The existing supply should therefore be adequate, removing the need for a new substation at substantial cost, and saving some money from the current cost estimate.
6. The drainage design was still uncertain but a meeting had been arranged with a consultant to carry out some tests on the existing drainage. The expected usage was to be documented to aid the design. See the post meeting note below for the latest position on the drainage.
7. There were some questions on the structural design which were being fed back to the structural engineer.
8. Details regarding the kitchen, bar and cellar designs were to be discussed at a separate meeting including users.
9. The tendering and procurement process was discussed. Items that had been identified as potential later phases from the main construction would be included in the main tender, but with a separate price so that they could be deferred if necessary. It was expected that local people would be able to do some of the work such as kitchen and bar fit out for a lower price. Separate quotes for these works should be obtained as they may be needed to support the FF application.
10. It is expected that the request for tenders would go out around the end of July, for a decision by mid-September.
11. The information should be posted on the contracts finder in May/June.

## Costs and funding

12. Cost savings through value engineering of £75k have been targeted with a hope that £50k can be saved. A reduction from 3 to 2 vents has been agreed saving c£15k, as well as the electricity supply rejection which should save c£10k.
13. Two additional costs of £500 and £250, both + VAT were incurred against the authorised contingency. The first was for CCTV, flow testing and dye testing of the existing drainage system. The second was for a consultation with a drainage expert that has clarified the likely way forward. A proposed CCTV survey at a cost of c£2.5k has been avoided by the approach taken.
14. The structures and drainage engineer's costs have increased by £1375 (10%) for stages 5/6, but stage 4 costs have reduced as the drainage cost was included separately pending confirmation.
15. We have also requested an estimated price to connect to the main drainage system. This had been rejected as an option based on expected cost, but we are rechecking.
16. The updated costs and funding plan will be circulated separately. The current funding/cost saving gap is c£200k. Phases 2 and 3 could defer c£140k, leaving c£60k minimum to save/raise by September.
17. A further meeting was held with the Football Foundation on the 26 th March. We are commencing to fill in application details, but this will require significant work.
18. A list of other potential funding sources (in addition to the fundraiser list) has



been produced and Cllr Burleigh has been progressing several of these.

19. A separate note will be circulated by Cllr Burleigh on the charity set up.

20. Formation of the Charity is the critical path for fundraising by September.

21. Following correspondence with the John Apthorpe Charity, it was suggested that we wait until we are advanced with our charity set up before submitting an application.

22. We need to have identified all of the funding required by the end of September if we are to apply for the last round of FF grants in the current arrangements.

#### Communications

23. The boards were displayed at the PSSC Friday evening social. There weren't many written comments, but the overwhelming feedback was positive. There was one verbal and one written comment suggesting that the money would be better spent elsewhere.

24. Events at which boards will be displayed/information provided and donations requested are:

19 th April Wine tasting event

20 th April Quiz night

6 th May May Day celebrations

23 rd May Annual Parish Meeting

28 th June? Cricket match – Tennis v cricket clubs

6 th July Pirton Show

31 st July Car show

25. The Spring newsletter will be produced in April and will detail progress with the pavilion project, and trail the Annual Parish Meeting discussion regarding the PPC taking out a £400k loan. It will also request help from local trades people.

#### Management Arrangements

26. The FF have indicated that they expect to see a lease/license in place for the management of the new pavilion/pitches. This is contrary to the earlier understanding that an MOU would suffice. We have a well-developed document although it may need some small changes to accommodate the charity formation. Copies of the draft license and the draft MOU will be distributed again separately to both PPC and PSSC for consideration.

27. It would be good to close these out by the end of July ahead of the FF application in early October. A PPC/PSSC meeting is proposed to discuss this.

#### Storage

28. Lea sports has applied to the FF for a grant for 75% of the cost of 2 containers. The total cost of these is c£5.6k, and c£3.4k net of grant if successful.

PSSC/Lea sports will cover the cost of these.

29. It is intended that these be positioned next to the playground, and the ground will be levelled (free of charge) for the 2 nd of these.

30. A further 2 containers will be required, to be positioned near to the MUGA. The cost of these is intended to be covered by the project, and quotes will be requested from 3 companies, for approval at May's meeting. The project budget for storage is £10k, of which c£3k has already been approved for electrical work.

31. 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.

Post meeting note on drainage

1. The proposal is that the grey and black water be treated in a carefully sized and selected treatment plant (c5mx2m) to be positioned near the end of the ditch behind the existing pavilion.
2. This plant to use air injection, and be capable of switching between 2 modes to allow for minimal use for some periods, and peak use during events such as the Pirton Show.
3. Clean water discharge will be to the ditch, and because of the volume, no permissions are expected to be needed. (Building Regulation approval or alternative will be required for the installation.)
4. Rainwater will be routed using existing drains to the existing septic tank, which will have been thoroughly cleaned out. Overflow from this tank will continue to go to the existing soakaway. If necessary an overflow could be installed to the ditch.

Simon Maple