

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 11 January 2024 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:

Nil

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**23-144 To receive and accept apologies for absence.**

Apologies for absence had been received from CLlr Goodman and District CLlr Strong and from the Clerk, who was ill. CLlr Stirling did not attend. The Council wished the Clerk a speedy recovery.

**23-145 Public Participation**

One member of the public was present in respect of the discussion on the New Pavilion and the Precept decision..

**23-146 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.

**23-147 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 14 December 2023 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 14 December 2023, be approved as a true and accurate record of the proceedings and be duly signed.

**23-148 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 December 2023: Unity Trust Account £94,354.75
- b. It was **RESOLVED** that payments totalling £5528.31 as detailed on the monthly Finance Statement ([Appendix A](#)) be made.

**23-149 To receive the Clerk's report.**

Due to illness, the Clerk had circulated his report prior to the meeting.

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 he had been in touch with Bullards about a new grass cutting agreement for the Recreation Ground wef 01 April 2024. The company had decided that they did not want to renew. The Parish Council will have to look elsewhere.

A VAT reclaim for the period 01 Sep to 31 Dec 2023 had still to be submitted in the sum of £2667.20 It was hoped to submit this in the next week.

The precept demand to NHDC would have to be submitted in the next week.

Emails had been received from residents on various subjects, including a possible abandoned car at the Recreation Ground (it wasn't), flooding on West Lane and the lack of progress on cutting back branches overhanging 25 Cromwell Way. Cllr Rogers confirmed that the Groundsman would do this work before the end of the month.

**23-150 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. Further preparatory work, including soil survey, and services survey had been completed. The RIBA Stage 3 design will be complete by the end of January, allowing the revised planning application to be submitted in February. The Open Evening Consultation on the 15 December had been successful with 20 recorded comments on the feedback sheets, and a number of suggestions for new activities that the Pavilion could host.

Cllr Maple emphasised the need to have all funding sources identified by September this year, or risk losing the substantial potential funding from the Football Foundation.

Considerable discussion continued on the concept of establishing a Charitable Trust which would attract grant funders. In addition, the services of a professional fundraiser would enhance the prospect of successful applications.

On a proposal by Cllr Rogers, seconded by Cllr Parkin, it was **RESOLVED** that:

- a. The contents of the report be noted.
- b. A spend of £2000 is **authorised** for the planning permission submission.
- c. Legal advice from HAPTC on issues around Charitable status be sought, together with the preparation of documentation for submission to the Charity Commission to set up a Charitable Trust.
- d. The stage 2/3 redesign contingency of £600 is **authorised**.
- e. A spend of up to £1155 is **authorised** for a fundraising feasibility study.
- f. The submission of a grant application to RANDES and the submission of a PPC support letter is **approved**.

The Council further noted that there is a process for tendering for large cost projects. It was resolved that the Clerk should work with Cllr Maple to investigate and determine the timescales and requirements for this process.

**23-151 To agree to submit the planning application for the new pavilion re-design.**

Proposed by Cllr Rogers, seconded by Cllr Maple, that the Parish Council agrees to submit the planning application for the new pavilion re-design. **AGREED** by all present.

At this point in the meeting, the resident attending was invited to speak. Although a supporter of the new pavilion project, he was concerned that the Parish Council had not been fully transparent with residents about the total ongoing cost to each resident over the time period of the public works loan. The PPC discussed with the resident their attempts to be fully transparent, and to hold consultations and obtain feedback. He suggested a clear cost benefit analysis for every resident to understand, to tell the good story. Cllr Burleigh offered to try out a first draft.

**23-152 To finalise the budget for 2024-25, taking into account the requirement to increase borrowing to £400,000.**

The Clerk had prepared a final draft budget based upon the work done at the Budget Meeting in November. This did not allow for any increase in the precept for the year 2024-25. Cllr Maple pointed out the Public Works Loans Board would expect to see a provision in the budget assuring them that the PPC had the means to repay, and this would mean raising the precept by £8000. This had been done in the 2023-24 budget for the same reason.

Cllr Maple pointed out that if funding on a sufficient scale was forthcoming elsewhere, the precept could be reduced in future years as the PWLB loan would be smaller.

Cllr Rowe was concerned about cash flow issues, and there was some discussion about the temporary use of reserves in the event of unexpected costs.

Cllr Rogers proposed the acceptance of the budget as drafted (Appendix D), and a request to increase the precept by £8000 for the year 2024-5 to service a loan of £400k. This was seconded by Cllr Parkin, and **AGREED** by majority vote, Cllr Rowe abstaining

**23-153 To agree a precept figure for 2024-25.**

Proposed by Cllr Rogers and seconded by Cllr Parkin, that the precept (including the CTRS Grant) for 2024-25 be set at £63,000. This was **AGREED** by a majority vote with one abstention.

**23-154 Planning.**

- a. To consider Planning Applications (as in Appendix A). A draft response had been circulated by Cllr Rowe. This was agreed and would be forwarded to the Clerk for submission.
- b. To receive an update on Blakeney Homes. Cllr Rowe noted that the newly planted trees were all dead. They needed to be replaced in accordance with the planning permission. Cllr Rowe continued to try to get a response from HCC footpaths concerning the move of Footpath 005.
- c. To receive an update on West Lane Farm. Cllr Parkin reported that the property appeared to have been sold.
- d. To receive an update on Wright's Farm. There was no further information since HCC submitted their planning application to NHDC before Christmas.

**23-155 To receive updates on Pirton road safety issues, including speed limits.**

The Clerk had circulated a notification from HCC regarding road closures, which seemed to pertain to possible new speed limits. Cllr Parkin will contact HCC for more information, as it was understood that HCC would be consulting residents on the proposals.

**23-156 To receive an update from the Communications Working Group**

Helen Hofton had stood down from the group and was thanked for her significant contribution.

**23-157 To consider a donation of £200 to the Essex & Herts Air Ambulance.**

Proposed by Cllr Rowe and seconded by Cllr Maple, that a donation of £200 be made to Essex & Herts Air Ambulance. **AGREED** by all present.

**23-158 To consider the grant application from Pirton Pre-school.**

Proposed by Cllr Rogers and seconded by Cllr Rowe, that a grant of £150 be made to Pirton Pre-school. **AGREED** by all present.

**23-159 To discuss the findings of the play area inspections and agree on any actions required.**

Cllr Maple reminded the meeting that the majority of the findings of matters for attention were of low importance. Three items were listed as of moderate importance. It was agreed that Setters should be approached for a quote to do the necessary work.

**23-160 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Cllr Rowe was still chasing action on Footpath 005. With no response received, he will write again, warning that the matter will become a complaint if no one responds within seven days.
- b. S106 Projects. Cllr Burleigh had circulated the latest figures from NHDC, which were noted. Cllr Parkin will ask if all the monies allocated to the Bury Trust have been utilised.
- c. Village Environment. Cllr Rogers will ask the Motte and Bailey to keep an eye on the levels of rubbish around the bus shelter on Great Green now that the bin has been taken away. The flooding on West Lane and Walnut Tree Road was noted, as were the efforts of Cllr Maple and two residents to clear the drains in Walnut Tree Road. Cllr Maple has written to HCC Highways. Cllr Parkin urged residents to complain directly to HCC Highways and not leave matters to the Parish Council. She has put information on the Parish Council website.
- d. Bury Trust. A report had been circulated. Cllr Maple reported that the Management Plan was now "live". Cllr Parkin had secured a Countryside Improvement Grant of nearly £5000 over 5 years. A walk around the Bury before Christmas identified a number of minor matters requiring attention.
- e. Village Hall. Cllr Parkin had circulated her report. The Village Hall Committee was still seeking a new Chairman. They were hoping to make improvements to the kitchen as the next project.

**23-161 To suggest items for the next meeting of the Parish Council to be held on Thursday, 8 February 2024 at Pirton Village Hall at 7.45 pm.**

- a. Cllr Maple noted that the Stage 4 Design of the pavilion would need to be discussed.

**Meeting Closed: 9.59 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – New Pavilion Working Group Report

Appendix D – Finalised Budget for 2024-25

Appendix A – Monthly Finance Statement

## Pirton Parish Council

### Bank Reconciliation at 31/12/2023

|                                   |            |                  |
|-----------------------------------|------------|------------------|
| Cash in Hand 01/04/2023           |            | 66,699.36        |
| <br>                              |            |                  |
| <b>ADD</b>                        |            |                  |
| Receipts 01/04/2023 - 31/12/2023  |            | 68,352.69        |
|                                   |            | 135,052.05       |
| <b>SUBTRACT</b>                   |            |                  |
| Payments 01/04/2023 - 31/12/2023  |            | 40,697.30        |
| <br>                              |            |                  |
| <b>A Cash in Hand 31/12/2023</b>  |            | <b>94,354.75</b> |
| (per Cash Book)                   |            |                  |
| <br>                              |            |                  |
| Cash in hand per Bank Statements  |            |                  |
| Petty Cash                        | 31/12/2023 | 0.00             |
| Pirton Parish Council Unity Trust | 31/12/2023 | 94,354.75        |
|                                   |            | <b>94,354.75</b> |
| <br>                              |            |                  |
| Less unrepresented payments       |            | 94,354.75        |
| <br>                              |            |                  |
| Plus unrepresented receipts       |            |                  |
| <br>                              |            |                  |
| <b>B Adjusted Bank Balance</b>    |            | <b>94,354.75</b> |
| <br>                              |            |                  |
| <b>A = B Checks out OK</b>        |            |                  |

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### Payments

| Code                   | Date       | Description                       | Supplier                            | VAT Type | Net             | VAT           | Total           |
|------------------------|------------|-----------------------------------|-------------------------------------|----------|-----------------|---------------|-----------------|
| Water                  | 20/12/2023 | Allotments Water                  | Castle Water                        | Z        | 42.74           |               | 42.74           |
| Bank Charges           | 31/12/2023 | Bank Charges                      | Unity Trust Bank                    | Z        | 18.00           |               | 18.00           |
| Sports Pavilion        | 11/01/2024 | Ground Investigation New Pavilion | EPS                                 | S        | 2,232.50        | 446.50        | 2,679.00        |
| Website/IT             | 11/01/2024 | Clerk's Anti-virus software       | Edward Roberts (Clerk)              | S        | 106.66          | 21.33         | 127.99          |
| Salary                 | 11/01/2024 | Salary                            | Edward Roberts (Clerk)              | Z        | 622.00          |               | 622.00          |
| NHDC Inspections       | 11/01/2024 | Playground Inspections            | North Herts District Council (NHDC) | S        | 100.00          | 20.00         | 120.00          |
| Sports Pavilion        | 11/01/2024 | Q S Fees                          | RLP Surveyors                       | S        | 795.00          | 159.00        | 954.00          |
| Tax                    | 11/01/2024 | Tax & Employers NI                | HMRC Clerk's Tax                    | Z        | 155.40          |               | 155.40          |
| Employer's NI          | 11/01/2024 | Tax & Employers NI                | HMRC Clerk's Tax                    | Z        | 2.68            |               | 2.68            |
| Room (Office Expenses) | 11/01/2024 | Expenses                          | Edward Roberts (Clerk)              | Z        | 30.00           |               | 30.00           |
| Telephone              | 11/01/2024 | Expenses                          | Edward Roberts (Clerk)              | Z        | 20.00           |               | 20.00           |
| Postage & Mileage      | 11/01/2024 | Expenses                          | Edward Roberts (Clerk)              | Z        | 21.60           |               | 21.60           |
| Room Hire              | 11/01/2024 | Room Hire                         | Village Hall                        | Z        | 18.50           |               | 18.50           |
| Rental to NHDC         | 11/01/2024 | Allotment rent                    | North Herts District Council (NHDC) | Z        | 100.00          |               | 100.00          |
| Newsletter             | 11/01/2024 | Newsletter Printing               | Form IT                             | Z        | 408.00          |               | 408.00          |
| Street Cleaner         | 11/01/2024 | Street Cleaning                   | Tony Smart                          | Z        | 208.40          |               | 208.40          |
| <b>Total</b>           |            |                                   |                                     |          | <b>4,881.48</b> | <b>646.83</b> | <b>5,528.31</b> |

### Receipts

| Code         | Date       | Description | Supplier | VAT Type | Net           | Total         |
|--------------|------------|-------------|----------|----------|---------------|---------------|
| New Pavilion | 09/01/2024 | Donation    | T C Dye  | Z        | 750.00        | 750.00        |
|              |            |             |          |          | <b>750.00</b> | <b>750.00</b> |

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Appendix B – Planning Applications

| Reference             | Detail                                                                                                                                                                                                                                                              |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i <b>23/02734/FPH</b> | <b>The Lodge, Shillington Road, Pirton</b><br><br><i>Two storey rear extension including first floor side balcony platform, dormer windows and rooflights. External cladding</i><br><br>Comments to Andrew Hunter by 30 December 2023 (extended to 12 January 2024) |

**Planning Decisions** (for information only)

| Reference             | Detail                                                                                                                   |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------|
| i <b>23/02576/FPH</b> | The Almonds, 8A High Street, Pirton<br><br><i>Single storey front extension</i><br><br>Permission granted 2 January 2024 |

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## Appendix C - New Pavilion Working Group Report

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

1. The Working Group has met formally 26 times to date.

**Costs and funding**

2. The costs to go are estimated at £1,166,655 (with a construction cost of £1,002,655), roundly £1.2m. Funding that we are reasonably confident in totals £872,000 (including £250k from the Football Foundation (FF), and a £300k PPC loan). This leaves a funding gap of £294,655 or roundly £300k.
3. The 3 key ways to close this gap are fundraising, increased FF grant and increased PPC loan.
4. A breakdown of the costs and funding is attached.
5. **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.**

**Design**

6. Now that we have the services survey and know the position of the gas pipe, the pavilion position will need to move a little to the south to provide the necessary clearance.
7. The north east corner of the existing pavilion will need to be removed during the construction of the new pavilion. This isn't seen as a major problem (it will reduce the changing room capacity) to keeping the pavilion open during construction.
8. Determining the best way to deal with the level change from front to back of the new pavilion is the remaining major design issue to be resolved.
9. Although it may not be necessary, it is proposed that we obtain a quote for increasing the electricity supply capacity from 69VA to 138VA. An allowance has been made in the estimated costs for this.
10. The soil survey report was received in December. It says that the ground conditions are suitable for conventional spread foundations, and that no further environmental assessment is necessary. This removes the risk of extra costs for the foundations.
11. The soil survey showed that under the made ground there is firm to stiff chalk which extends beyond the 4m bore hole depth. No groundwater was identified in the 4m depth, but the chalk is practically impermeable and therefore not likely to be suitable for soak aways. The intention remains to drain (the clean water) into the ditch at the back of the existing pavilion. We will therefore start the drainage design now (the cost was approved by PPC in November), rather than wait until the next stage as originally expected.
12. RIBA stage 3 redesign is expected to complete around the end of January 2024, so that revised planning permission can be applied for early in February.
13. PPC is requested to authorise the Clerk to submit the planning permission approval once the design work is completed.
14. PPC is requested to authorise an estimated £2k for the planning permission submission.

**Open evening 15<sup>th</sup> December 2023**

15. The revised design was shown to visitors at the open evening. 20 people recorded comments on the feedback sheets (requesting support or otherwise) including 2 youngsters. All of those comments were positive eg "Looks fab looking forward to enjoying visiting", "Great amended designs very impressive improved efficiency."
16. The display boards also showed the estimated cost and funding situation (as above), and that PPC is considering increasing the loan by £100k to £400k at an additional cost of 81p per month for the average Band D property. There was no pushback to this apart from one gentleman who emailed the PPC Chair in response to the Newsletter and the open evening. He questioned the wisdom of the PPC taking on such a large debt, and that the full costs to each household are properly communicated. A reply was sent.
17. Unfortunately, not all of the Newsletters have been delivered, these were for Royal Oak Lane and the High Street from Coleman's Close to Walnut Tree Road.
18. Visitors were also requested to indicate what activities they would like to see taking place at the new pavilion and there were a number of responses including from youngsters.

These had some new ideas including - Art club, Craft club, Hockey, Pneumatic club, Milk shake mornings, Music lessons.

- 19. The revised display boards cost £192 plus VAT, and it is proposed that this cost is added to Simon Knight's stage 3 cost, and covered by approved contingency funding.
- 20. Thanks to Diane for supporting this event, and the PSSC for hosting.

**Funding**

- 21. The New Pavilion Funding Working Group met ahead of the NPWG meeting.
- 22. A separate paper will be provided detailing some of the specific points to be agreed for creating a Charitable Trust that will greatly enhance our likelihood of securing grants, and further donation/sponsorship.
- 23. It is proposed that initial legal advice is obtained by HAPTC and PPC is requested to authorise this initial discussion, and the preparation of documentation to allow a submission for setting up a Charitable Trust.
- 24. We have not had the bandwidth so far to address fundraising sufficiently, and we need to increase the pace significantly if we are to meet the September deadline for raising sufficient funds.
- 25. It is recommended that the PPC hire some fundraising assistance. A lady with 25 years of experience in fund raising, who was involved with the fundraising for the Codicote sports and community centre proposes a 3-step process – feasibility study, production of support case, grant applications. This would cost £385/day, with 2-3 days for feasibility, 3-4 for the support case and c1 day per application.
- 26. PPC is requested to authorise £1155 for the feasibility study subject to formal quotation. To fund this PPC is requested to authorise the proposed £600 contingency for the stage 2/3 redesign. In total the contingency authorised would then be:
  - £635 on 12.10.23 (£7k authorised for £4465+£1900= £6365)
  - £500 On 9.11.23 (£9550 for £4k+£1.8k+£3.25k=£9050)
  - £600 if authorised on 11<sup>th</sup> January 2024
  - Total £1735
  - Less £192 for boards
  - Less £1155 for funding feasibility
  - Leaves £388 of authorised contingency.
- 27. A donation of £750 was received, the first of the year.
- 28. It is proposed to submit a grant application to RANDs for £12,500, and a number of supporting letters from village organisations have been received to support this application, and others. A draft support letter from PPC has been produced (and sent separately). PPC is asked to approve the Clerk sending a support letter, and the application. Many thanks to Peter Cole for preparing this submission.
- 29. It is proposed to apply to the FF for a larger grant of £350/400k. The next meeting is scheduled for the 17<sup>th</sup> January.
- 30. 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 5.28% (compared to 5.67% at the budget meeting in November), although the rate has been volatile, and could increase. It dropped to 4.95% briefly in December.

**Schedule**

- 31. 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. PPC will be requested to authorise this (Stage 4) at the 8<sup>th</sup> February meeting.
- 32. A cash flow forecast will be prepared in conjunction with the Clerk to support decisions at the next meeting for Stage 4 commencement.
- 33. There is a process that needs to be followed for tendering for large cost projects. This probably involves advertising the intention to tender to allow companies to express an interest in tendering. It is requested that the Clerk be asked to investigate and determine the timescale and requirements of this process.

**Web Site**

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- 34. The web site is well out of date and needs updating with the latest design pictures and details. PPC is requested to update this.
- 35. 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. AUTHORISE the Clerk to submit the planning approval request once the design work is completed.
  - d. AUTHORISE a spend of an estimated £2k for the planning permission submission.
  - e. APPROVE the seeking of legal advice from HAPTC and preparation of documentation for submission to set up a Charitable Trust.
  - f. AUTHORISE stage 2/3 redesign contingency of £600.
  - g. AUTHORISE spend of £1155 for a fundraising feasibility study.
  - h. APPROVE the submission of a grant application to RANDs, and the submission of a PPC support letter by the Clerk.
  - i. DETERMINE the timescale and process that is needed for tendering for construction.

Simon Maple

## Costs

|                                                                                                           |              |                   |
|-----------------------------------------------------------------------------------------------------------|--------------|-------------------|
| RLP Total Construction cost estimate 5.12.23 (excluding inflation and risk allowances).                   |              | £1,015,500        |
| Removing (item 12) 3k Temp WCs, 10k containers, 10k AV                                                    |              | -£23,000          |
| Adding in inflation                                                                                       |              | +£10,155          |
| <b>Construction total</b>                                                                                 |              | <b>£1,002,655</b> |
| Stage 4 funding to go (soil and services surveys covered)                                                 |              | £40,000           |
| Stage 5/6 fees (less £10k legal, covered elsewhere by PPC)                                                |              | £36,000           |
| Additions 10k containers, 3k temp WCs                                                                     |              | £13,000           |
| Contingency (31k design/development, 44k construction)<br>(Also £2.16k and £4.7k in Stage 4 and 5/6 fees) | £75,000      |                   |
|                                                                                                           | <b>Total</b> | <b>£1,166,655</b> |
|                                                                                                           |              | <b>Rounded to</b> |
| <b>£1.2m</b>                                                                                              |              |                   |

## Funding

|                                    |                  |
|------------------------------------|------------------|
| S106                               | £180,000         |
| PPC loan                           | £300,000         |
| Football Foundation                | £250,000         |
| NHDC                               | £50,000          |
| Donations and fund raising to date | £22,000          |
|                                    | <b>Sub-total</b> |
|                                    | <b>£802,000</b>  |

PIRTON PARISH COUNCIL

MINUTES: 11 January 2024

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|               |                  |                 |
|---------------|------------------|-----------------|
| PSSC          |                  | £60,000         |
| Football club |                  | £5,000          |
| Cricket club  |                  | £5,000          |
|               | <b>Sub-total</b> | <b>£70,000</b>  |
|               | <b>Total</b>     | <b>£872,000</b> |

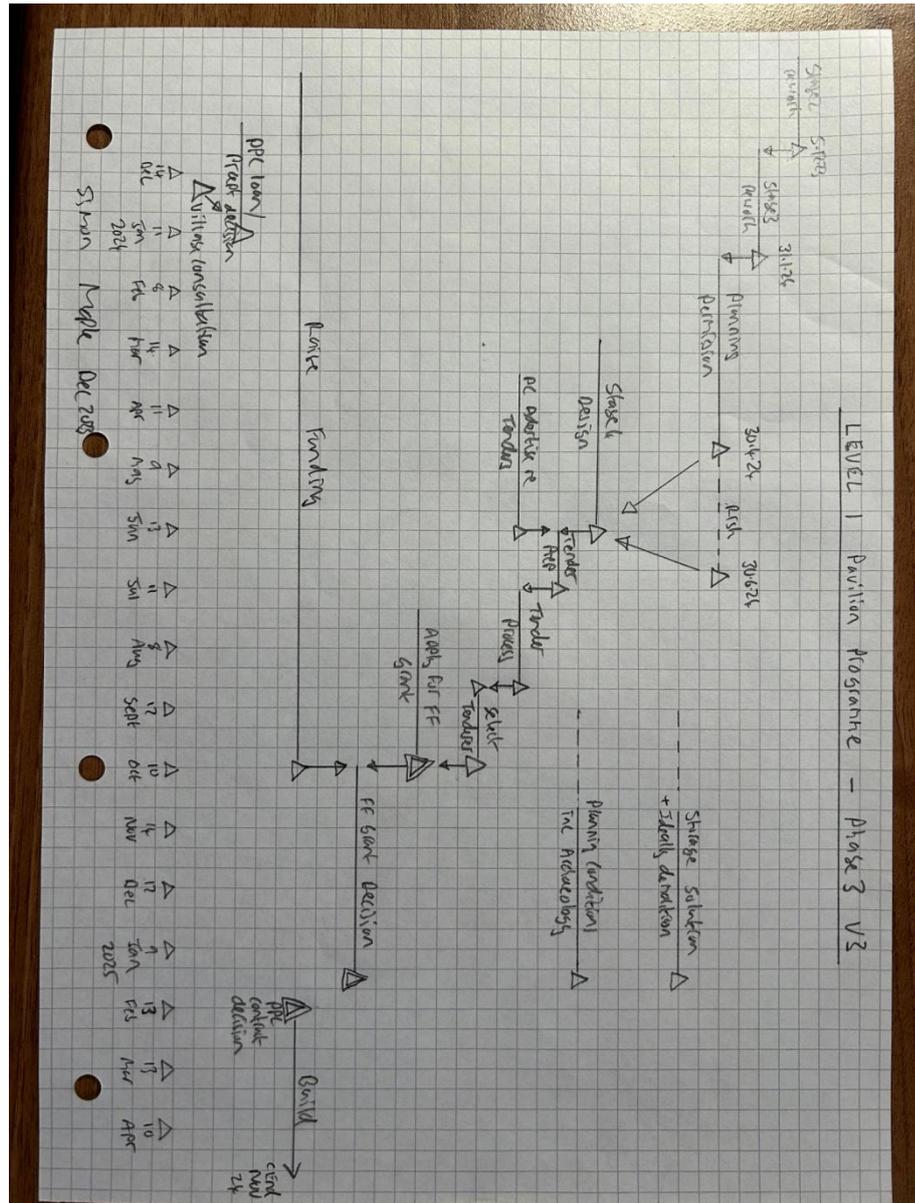
## Funding gap £294,655

**Rounded to £300k**

Detailed costs breakdown going forward

|                                                    |        |                                   |                      |
|----------------------------------------------------|--------|-----------------------------------|----------------------|
| 1. Stage 2/3 redesign                              |        |                                   | [£20k] zero assumed  |
| a. Architect stage 2                               |        | £2500                             | Paid                 |
| b. M+E Engineers stage 2                           | £2673  |                                   | Committed            |
| c. QS updated cost estimate                        |        | £1895                             | Committed            |
| d. QS view on redesign                             | £1230  |                                   | Defer to stage 4?    |
| e. Architect Stage 3                               |        | £4000                             | Committed            |
| f. M+E Energy model                                |        | £1800                             | Committed            |
| g. Drainage design (bt forward)                    | £3250  |                                   | Defer to stage 4?    |
| h. Planning permission                             | £2000  |                                   |                      |
| i. Contingency                                     |        | £600                              |                      |
| Covered by £19k loan payment for 23/24 budget year |        |                                   |                      |
| 2. Stage 4                                         |        |                                   | [£45k] now £40k      |
| a. Architects and engineers                        |        | £24.205k (c£3k drainage included) |                      |
| b. QS                                              |        | £10.4k                            | Committed £3030 paid |
| c. Soil survey                                     |        | £4.465k                           | Committed, 50% paid  |
| d. GPR survey (gas pipe + utilities)               | £1.9k  |                                   | Committed            |
| e. FF prelim legal check                           | £0.75k |                                   | Paid                 |
| f. Building reg plan fee                           | £0.65k |                                   |                      |
| g. Archaeology                                     |        | £0.47k                            | Paid                 |
| h. Contingency                                     |        | £2.16k                            |                      |
| £40k assumed going forward £3030 + £2233 paid      |        |                                   |                      |
| 3. Stage 5/6 Fees                                  |        |                                   | [£46k] now £36k      |
| a. Architect and engineers                         | £15k   |                                   |                      |
| b. QS                                              |        | £11k                              |                      |
| c. Archaeology                                     |        | £3k                               |                      |
| d. Building Regs inspection                        |        | £1k                               |                      |
| e. Asbestos report update                          | £1k    |                                   |                      |
| f. Demolition notice                               |        | £0.3k                             |                      |
| g. Legal fees                                      |        | £10k                              | Assume sep. budget   |
| h. Contingency                                     |        | £4.7k                             |                      |

15<sup>th</sup> December 2023



Appendix D – Finalised Budget for 2024-25

**PIRTON PARISH COUNCIL**

**BUDGETS**

as at Jan 24

**EXPENDITURE**

Clerk's Salary & PAYE

Salary & PAYE

|                      | Agreed Budget<br>2023-2024 | Predicted Outcome<br>2023-2024<br>WEF 11.23 | Final Annual Budget<br>2024-2025 |
|----------------------|----------------------------|---------------------------------------------|----------------------------------|
| <b>Sub-Total</b>     | <b>9,750.00</b>            | <b>10,200.00</b>                            | <b>11,000.00</b>                 |
| Office Expenses      |                            |                                             |                                  |
| Office Expenses      | 360.00                     | 360.00                                      | 360.00                           |
| Telephone            | 240.00                     | 240.00                                      | 240.00                           |
| Postage & Mileage    | 350.00                     | 330.00                                      | 350.00                           |
| Stationery           | 315.00                     | 290.00                                      | 320.00                           |
| <b>Sub-Total</b>     | <b>1,265.00</b>            | <b>1,220.00</b>                             | <b>1,270.00</b>                  |
| Council Expenses     |                            |                                             |                                  |
| Audits               | 700.00                     | 590.00                                      | 700.00                           |
| Bank Charges         | 72.00                      | 72.00                                       | 72.00                            |
| Chairman's Expenses  | 0.00                       | 0.00                                        | 0.00                             |
| Community Day        | 250.00                     | 210.00                                      | 250.00                           |
| Council              | 100.00                     | 147.00                                      | 100.00                           |
| Election Expenses    | 150.00                     | 0.00                                        | 0.00                             |
| PWLB Loan            | 19,000.00                  | 0.00                                        | 27,000.00                        |
| Room Hire            | 700.00                     | 600.00                                      | 700.00                           |
| Insurance            | 2,500.00                   | 2,704.00                                    | 2,850.00                         |
| Newsletter           | 1,000.00                   | 1,000.00                                    | 1,000.00                         |
| Training             | 350.00                     | 180.00                                      | 350.00                           |
| Website / IT         | 900.00                     | 900.00                                      | 1,000.00                         |
| <b>Sub-Total</b>     | <b>25,722.00</b>           | <b>6,403.00</b>                             | <b>34,022.00</b>                 |
| Sundry Payments      |                            |                                             |                                  |
| Grants               | 1,500.00                   | 1,100.00                                    | 1,500.00                         |
| Royal British Legion | 35.00                      | 35.00                                       | 40.00                            |
| Others               | 500.00                     | 500.00                                      | 500.00                           |
| <b>Sub-Total</b>     | <b>2,035.00</b>            | <b>1,635.00</b>                             | <b>2,040.00</b>                  |
| Village Maintenance  |                            |                                             |                                  |
| Dog Bins             | 2,000.00                   | 1,600.00                                    | 1,800.00                         |
| General Mntce.       | 500.00                     | 463.00                                      | 500.00                           |
| Grass - Village      | 2,880.00                   | 2,880.00                                    | 2,880.00                         |
| Parish Paths         | 500.00                     | 500.00                                      | 500.00                           |
| Street Cleaner       | 3,070.00                   | 3,200.00                                    | 3,600.00                         |
| Tree Warden          | 500.00                     | 250.00                                      | 500.00                           |

PIRTON PARISH COUNCIL

MINUTES: 11 January 2024

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

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

|                                |                    |                  |                   |                  |
|--------------------------------|--------------------|------------------|-------------------|------------------|
|                                | <b>Sub-Total</b>   | <b>9,450.00</b>  | <b>8,893.00</b>   | <b>9,780.00</b>  |
| Recreation Ground              |                    |                  |                   |                  |
| Clubhouse                      | 0.00               | 0.00             | 0.00              |                  |
| Grasscutting                   | 2,607.00           | 2,607.00         | 2,868.00          |                  |
| Groundsman                     | 2,888.00           | 2,811.00         | 2,811.00          |                  |
| Maintenance                    | 0.00               | 0.00             | 500.00            |                  |
| Tennis Courts                  | 800.00             | 850.00           | 850.00            |                  |
|                                | <b>Sub-Total</b>   | <b>6,295.00</b>  | <b>6,268.00</b>   | <b>7029.00</b>   |
| Play Areas                     |                    |                  |                   |                  |
| Playground                     | 1,000.00           | 890.00           | 1,000.00          |                  |
| NHDC Inspections               | 150.00             | 100.00           | 120.00            |                  |
|                                | <b>Sub-Total</b>   | <b>1,150.00</b>  | <b>990.00</b>     | <b>1,120.00</b>  |
| Allotments                     |                    |                  |                   |                  |
| Water Usage                    | 120.00             | 140.00           | 150.00            |                  |
| Rental                         | 100.00             | 100.00           | 100.00            |                  |
|                                | <b>Sub-Total</b>   | <b>220.00</b>    | <b>240.00</b>     | <b>250.00</b>    |
| Subscriptions                  |                    |                  |                   |                  |
| Chiltern Society               | 30.00              | 30.00            | 30.00             |                  |
| CDA                            | 36.00              | 36.00            | 36.00             |                  |
| CPRE                           | 36.00              | 36.00            | 36.00             |                  |
| HAPTC                          | 694.38             | 694.38           | 744.39            |                  |
| Info.Commissioner              | 35.00              | 35.00            | 35.00             |                  |
| SLCC                           | 140.00             | 139.00           | 140.00            |                  |
| Others                         | 0.00               | 0.00             | 0.00              |                  |
|                                | <b>Sub-Total</b>   | <b>971.38</b>    | <b>970.38</b>     | <b>1,021.39</b>  |
|                                |                    |                  |                   |                  |
|                                |                    |                  |                   |                  |
|                                | <b>EXPENDITURE</b> | <b>56,858.38</b> | <b>36,819.38</b>  | <b>67,532.39</b> |
| <b>Project Pots</b>            |                    |                  |                   |                  |
| Bury Trust                     | 1,000.00           | 1,000.00         | 1,000.00          |                  |
| Hedges, Trees & Planting       | 0.00               | 0.00             | 0.00              |                  |
| Professional Fees              | 500.00             | 500.00           | 500.00            |                  |
| Neighbourhood Plan             | 500.00             | 500.00           | 500.00            |                  |
| Parish Paths (P3)              | 500.00             | 0.00             | 500.00            |                  |
| Playground                     | 500.00             | 0.00             | 500.00            |                  |
| Pond                           | 500.00             | 420.00           | 1,150.00          |                  |
| Sports Pavilion                | 308,500.00         | 20,500.00        | 405,000.00        |                  |
| Tennis Courts                  | 500.00             | 0.00             | 500.00            |                  |
| Youth Council                  | 0.00               | 0.00             | 0.00              |                  |
|                                | <b>312,500.00</b>  | <b>22,920.00</b> | <b>409,650.00</b> |                  |
|                                |                    |                  |                   |                  |
| <b>TOTAL OVERALL OUTGOINGS</b> | <b>369,358.38</b>  | <b>59,739.38</b> | <b>477,182.39</b> |                  |

**INCOME**

|                              |                   |                  |                   |
|------------------------------|-------------------|------------------|-------------------|
| Precept                      | 54,500.00         | 54,200.00        | 62,200.00         |
| Bank Interest                | 0.00              | 0.00             | 0.00              |
| Rentals                      | 3,536.00          | 3,536.00         | 3,690.00          |
| Grants                       | 500.00            | 800.00           | 800.00            |
| Donations                    | 0.00              | 75.00            | 0.00              |
| New Pavilion                 | 302,000.00        | 6,500.00         | 402,000.00        |
| Other Income inc VAT reclaim | 5,000.00          | 2,550.00         | 10,000.00         |
| <b>INCOME</b>                | <b>365,536.00</b> | <b>67,661.00</b> | <b>478,690.00</b> |

**OPERATING SURPLUS / (DEFICIT)**

|                   |                  |                   |
|-------------------|------------------|-------------------|
| <b>308,677.62</b> | <b>30,841.62</b> | <b>411,157.61</b> |
|-------------------|------------------|-------------------|

Plus Project Pots

|            |           |            |
|------------|-----------|------------|
| 312,500.00 | 22,920.00 | 409,650.00 |
|------------|-----------|------------|

**OVERALL SURPLUS / (DEFICIT)**

|                   |                 |                 |
|-------------------|-----------------|-----------------|
| <b>(3,822.38)</b> | <b>7,921.62</b> | <b>1,507.61</b> |
|-------------------|-----------------|-----------------|

|               |
|---------------|
| Signed: _____ |
| Dated: _____  |