

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 8 February 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

23-162 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from Cllr Goodman. Cllr Stirling did not attend.

23-163 Public Participation

County and District Cllr D Barnard and District Cllr C Strong attended, along with five members of the public. Matters raised from the floor were the provision of speed humps for the 20mph speed limit scheme, the chalk stream at Wrights Farm and planning matters for the proposed HCC development at Wrights Farm. Comments were also received regarding the inadequacies of the pumping station at Burge End.

One resident commented that the proposed speed hump outside their property and speed humps in general, would be detrimental to residents. They have recorded their comments with HCC Highways. Cllr Rogers responded with the Parish Council's position and stressed that it was now in the hands of Highways. Cllr Barnard outlined HCC's view, making the point that speed humps are considered by the police and the highways engineers and that the decision is theirs. He offered to pass on the resident's comments to the relevant department. A public consultation will run from the 8th to 29th February to receive comments on the final scheme.

On Wrights Farm, the main topic was the Washbrook stream which is considered by many to be a chalk stream. HCC have classified it as an ordinary watercourse. Comments were that it is an important part of the local heritage, should be protected as a chalk stream and would be lost if the development went ahead. Any run-off from the development would be into the stream. The same resident also brought up the matter of the pumping station at Burge End where overflows occurred every time there was significant rainfall.

Cllr Parkin agreed to lead on the process of getting the chalk stream recognised and recorded and would report back at the next meeting.

A question was asked about the access to the proposed development at Wrights Farm. As the formal planning application from HCC had not yet been submitted, there was no detail available.

23-164 To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.

PIRTON PARISH COUNCIL

MINUTES: 8 February 2024

Signed: _____

Dated: _____

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.

23-165 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 11 January 2024 as a true and accurate record.

It was **RESOLVED** that the minutes of the Council Meeting held on 11 January 2024, be approved as a true and accurate record of the proceedings and be duly signed.

23-166 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as at 31 January 2024: Unity Trust Account £93,975.88
- b. It was **RESOLVED** that payments totalling £10,469.07 as detailed on the monthly Finance Statement (Appendix A) be made.

23-167 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 there had been a minor error in the budget calculations for 2024-25 but this had now been corrected. The difference in the final surplus was only £17. The precept demand had been submitted in the sum of £63,000 and the VAT reclaim had been received into the bank.

A cash flow forecast for April – October 2024 for the new pavilion project had been produced and would be circulated once figures had been agreed with Cllr Maple.

The grass cutting contract for the Recreation Ground had been offered to one of the Council's existing contractors, but he was not geared up for such a large area. The Clerk had met with a representative from A&B Gardening in Shillington and they were happy to take on the work. The Clerk would report back with a quote at the March meeting.

Emails had been received from a number of residents regarding the 20mph scheme, where there had been some confusion. All questions were dealt with satisfactorily. Other correspondence had been circulated to all Counsellors.

The website front page had been updated with new images of the redesigned pavilion, information about the Rands grant added and an update on the current situation had been placed under the Amenities tab.

23-168 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 agreement of a grant of £12,500 from Rands Trust. It appears possible that the Football Foundation will require a formal management agreement, rather than a Memorandum of Understanding and this will be looked into. Updates on the project will be published in the parish magazine and consideration would be given to bringing the publication of the next newsletter forward. Cllr Burleigh made the point that a written agreement with the landowner for construction vehicle access would be advisable. The following decisions were **AGREED** by all present.

- a. AUTHORISE spend of up to £1925 for a fundraising support case. Proposed by Cllr Burleigh and seconded by Cllr Parkin.

- b. Write a formal letter of thanks to the organisers of the Burns night for the pavilion event. The Clerk to action.
- c. AUTHORISE remaining spend required for Stage 4 to a total of £30180. Proposed by Cllr Parkin and seconded by Cllr Rogers.
- d. AUTHORISE the Clerk to instruct Simon Knight Architects to carry out the Stage 4 detailed design. Proposed by Cllr Burleigh and seconded by Cllr Rogers.
- e. AUTHORISE the Clerk to instruct RLP to carry out the QS work, with individual elements instructed as the work progresses. Proposed by Cllr Maple and seconded by Cllr Parkin.
- f. AUTHORISE a spend of £3054 for electrical work for the storage plan. Proposed by Cllr Rowe and seconded by Cllr Maple.

23-169 To discuss the Stage 4 design for the new pavilion.

This had been covered in the NPWG report at Item 23-168.

23-170 To discuss ditch clearing and bridge reinforcement at the Recreation Ground.

Cllr Maple had set out the requirement for the bridge reinforcement at Item 23-168 when he covered the proposed storage solution (4 x 20ft containers). He had received a further quote for £700 for the contractor to clear out the associated ditches at the edge of the Recreation Ground. The Council agreed that this was good value. Proposed by Cllr Burleigh, seconded by Cllr Maple and **AGREED** by all present.

23-171 Planning.

- a. To consider Planning Applications (as in Appendix A). No applications had been received. Cllr Burleigh brought to the Council's attention the matter of a property in Shillington Road where the garden had been extensively extended into adjacent agricultural land without the appropriate permissions. She had written to Andrew Hunter at North Herts Council and he was to contact planning control.
- b. To receive an update on Blakeney Homes. Cllr Burleigh agreed to chase the matter of the £5000 that was promised to the pavilion project from the development.
- c. To receive an update on West Lane Farm. Cllr Parkin reported the no sale had taken place. The property was now with a different agent. Cllr Rowe was still chasing the Class Q permission and other issues.
- d. To receive an update on Wright's Farm. Cllr Parkin spoke on this regarding the previous appeal document. It was agreed that the matter of the chalk stream should be foremost.

23-172 To receive updates on Pirton road safety issues, including speed limits.

Much had been covered under Public Participation. Cllrs had been in touch with HCC over the matter of flooding in West Lane and it was suggested that it would be best if Highways could sort this out prior to installing any speed control measures.

23-173 To receive an update from the Communications Working Group

Cllr Parkin had circulated an email regarding content in the parish magazine, but it was agreed that this was not a Parish Council matter.

23-174 To receive reports on the following:

- a. Parish Paths Partnership (P3). Cllr Rowe had again been in contact with the relevant department regarding Footpath 005 and it was hoped to have a site meeting.
- b. S106 Projects. Nil.
- c. Village Environment. Cllr Parkin had been chasing up the missing bin at Great Green and had lodged a complaint with Urbaser. Flooding in the village had already been discussed.
- d. Bury Trust. A report had been circulated by Cllr Maple, highlighting a number of matters. The Parish Council would be asked to consider financing fence repairs.
- e. Village Hall. Little to report.

23-175 To suggest items for the next meeting of the Parish Council to be held on Thursday, 14 March 2024 at Pirton Village Hall at 7.45 pm.

- a. The publication and contents of the next newsletter should be considered.

Meeting Closed: 10.16 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 31/01/2024

Cash in Hand 01/04/2023		66,699.36
ADD		
Receipts 01/04/2023 - 31/01/2024		73,441.39
		140,140.75
SUBTRACT		
Payments 01/04/2023 - 31/01/2024		46,164.87
A Cash in Hand 31/01/2024		93,975.88
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	31/01/2024	0.00
	4	
Pirton Parish Council Unity	31/01/2024	93,975.8
Trust	4	8
		93,975.88
Less unrepresented payments		
		93,975.88
Plus unrepresented receipts		
B Adjusted Bank Balance		93,975.88
A = B Checks out OK		

Signed: _____ Dated: _____

Payments

Code	Date	Description	Supplier		Net	VAT	Total
Grants	08/02/2024	Grant	Pirton Pre-School	Z	150.00		150.00
Grants	08/02/2024	Donation	Essex and Herts Air Ambulance	Z	200.00		200.00
Salary	08/02/2024	Salary	Edward Roberts (Clerk)	Z	645.90		645.90
Room Hire	08/02/2024	Room Hire	Village Hall	Z	18.50		18.50
Website/IT	08/02/2024	Accounts Software Licence	Starboard Systems	S	468.00	93.60	561.60
Dog Bins	08/02/2024	Dog Waste Bins Emptying	North Herts District Council (NHDC)	S	1,743.82	348.76	2,092.58
Tax	08/02/2024	Tax & Employers NI	HMRC Clerk's Tax	Z	161.40		161.40
Employer's NI	08/02/2024	Tax & Employers NI	HMRC Clerk's Tax	Z	6.80		6.80
Room (Office Expenses)	08/02/2024	Expenses	Edward Roberts (Clerk)	Z	30.00		30.00
Telephone	08/02/2024	Expenses	Edward Roberts (Clerk)	Z	20.00		20.00
Postage & Mileage	08/02/2024	Expenses	Edward Roberts (Clerk)	Z	26.20		26.20
Stationery	08/02/2024	Expenses	Edward Roberts (Clerk)	S	38.86	7.77	46.63
Street Cleaner	08/02/2024	Street Cleaning	Tony Smart	Z	208.40		208.40
Sports Pavilion	08/02/2024	Sports Pavilion Design	Simon Knight Architects	S	4,230.40	846.08	5,076.48
Website/IT	08/02/2024	Village Website	Edward Roberts (Clerk)	S	33.98	6.80	40.78
Website/IT	08/02/2024	Website Software	TEEC	S	24.00	4.80	28.80
Sports Pavilion	08/02/2024	Fundraising New Pavilion	Catherine Farrell	Z	1,155.00		1,155.00
					9,161.26	1,307.81	10,469.07

Receipts

Code	Date	Description	Supplier	Net	Total
VAT Reclaimed	26/01/2024	VAT Reclaim	HMRC VAT	2,667.20	2,667.20
New Pavilion	30/01/2024	Donation	Pirton Sports and Social Club (PSSC)	1,471.50	1,471.50
New Pavilion	31/01/2024	Donation	Michael Graham Ltd	100.00	100.00
New Pavilion	31/01/2024	Donation	Longmores Office	100.00	100.00
New Pavilion	01/02/2024	Donation	Sarah Free	200.00	200.00
				4,538.70	4,538.70

Signed: _____ Dated: _____

Appendix B – Planning Applications

Reference	Detail
-----------	--------

i Nil

Planning Decisions (for information only)

Reference	Detail
-----------	--------

- | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i | <p>23/02523/FPH 4 Hambridge Way, Pirton</p> <p><i>Single storey rear extension and alterations to fenestration</i></p> <p>Permission granted 17 January 2024</p> |
| ii | <p>23/02622/FPH 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 and front of dwelling (amended by plans received 05/12/23 and 09/01/24)</i></p> <p>Permission granted 18 January 2024</p> |

Signed: _____ Dated: _____

Appendix C - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 8 February 2024

1. The Working Group has met formally 27 times to date.

Costs and funding

2. The latest cost and funding plan is attached.
3. Rands have agreed to provide a grant of £12,500 towards the Pavilion Cost, with payment upon completion.
4. A total of £15,120 has been received, or committed in January which keeps us on track to raise the additional £100k needed, but this performance needs to be repeated for each of the next 8 months.
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. The planning permission request was submitted on the 31st January. As it was before the new cut off of the 5th February it is at zero cost (£2k had been estimated in the previous cost plan).
7. A drainage design has been done, which utilises the ditch for rain water, and a drawing submitted as part of the planning permission submission.
8. Discussions with Sport England (who consulted with ECB and FF) have hopefully confirmed that no work will be required on cricket pitches.
9. Although it may not be necessary, we have requested a quote for increasing the electricity supply capacity from 69VA to 138VA. An allowance has been made in the estimated costs for this.

Funding

10. A list of 10 questions regarding the formation of a charity to assist with fundraising is being considered by Wellers Law Group, who ran the course that HAPTC organised, and Diane Burleigh, Marilyn Parkin and I attended on line in November. A response is expected this week.
11. The 3 key questions are:
 - a. Scope of charity – Fundraising only, With the pavilion, With the Pavilion and Recreation Ground.
 - b. Trustee structure – Current assumption is that the PPC (as a body) would be both Custodian and Managing Trustees with day to day management of the facility devolved to the PSSC.
 - c. Financial impacts – Any restrictions regarding grants, S106, donations etc, and any VAT impacts.
12. Formation of the Charity is the critical path for fundraising by September.
13. Following approval at the last PPC meeting, a fundraising feasibility study has been produced which identifies over 30 possible grant providers.
14. The target is to raise £160k through grants, and the study concludes “With the great effort and support already establishedThis gives an enormous and encouraging platform...there are some good opportunities for funding to support the project.”
15. However, all of the opportunities require establishment of a charity, and time is not on our side for raising the money required by September to allow our application for the FF grant. Grants and other fundraising can, however, continue beyond September to support the project.
16. It is recommended that the PPC now commission the next phase - production of a support case. This would cost £385/day, for 3-5 days and a maximum cost of £1925. Completion would be around Easter.
17. The Burns night event was very successful and thoroughly enjoyed by nearly 100 people. £1471.50 has been transferred to the PPC for the pavilion, and accounts are being finalised. In addition, £200 was donated as a result. It is recommended that the PPC write a formal letter of thanks to the organisers.

18. A grant application to RANDs for £12,500 has resulted in unanimous support and commitment to the grant, conditional upon (and payable at) the completion. Many thanks to Peter Cole for preparing this submission, and to Nick Rowe and Claire Strong for their support.
19. The working group continues to strongly recommend that the PPC take out an additional £100k loan to support this project. It is proposed that a further open evening is arranged in March or April to seek village support, or otherwise, for this step.

Schedule

20. 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.
21. A cash flow forecast has been prepared in conjunction with the Clerk to support the decision for Stage 4 commencement.
22. There is a process that needs to be followed for tendering for large cost projects. The Clerk has investigated this and a summary of the requirements as understood will be produced. Tender details need to be advertised on the Government Contracts Finder website and advertisements need to be placed in local newspapers. The publication on the Contract Finder website must be done when the tender is advertised elsewhere. On our current plan this would be c11th July, but it would make sense to do so a little earlier, probably late June, possibly earlier.

Stage 4 detailed design

23. As above, it is recommended that PPC approve the commencement of the detailed design (RIBA stage 4) and the cost plan update. Details of elements and costs are shown in the attached cost plan. The total cost is estimated at up to £48k. This compares with £45k that was agreed last year. The additional £3k is to allow for cost inflation. Some of the elements have been approved previously, and some have been completed, and paid for. Specific elements that now require Approval are:

a. Quantity Surveyor cost update	£2960
b. Archaeology desk top update	£250 (Estimate)
c. Architect and Engineers	£24205
d. Building Reg plan fee	£810 (Up from £650)
e. Contingency	£1955
Total	£30180
24. A revised set of requirements has been produced and the PPC is requested to authorise the Clerk to instruct the Stage 4 work to Simon Knight Architects, in line with their proposal.
25. The PPC is requested to authorise the instruction of the QS work, with individual elements instructed as the work progresses.

Storage

26. A proposal for storage has been produced by Steve Smith, and this will be circulated separately. The siting of containers will need to be done while the ground is dry and hard (cMay to September). The existing storage building can then be demolished ahead of pavilion build which is scheduled to commence in February 2025.
27. PPC is requested to approve the principals of this proposal, and to authorise a spend of £3054 for the electrical work that will be required.

Web Site

28. The web site is well out of date and needs updating with the latest design pictures and details.
29. 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 spend of up to £1925 for a fundraising support case.

Signed: _____
Dated: _____

- d. WRITE a formal letter of thanks to the organisers of the Burns night for the pavilion event.
- e. AUTHORISE remaining spend required for Stage 4 to a total of £30180.
- f. AUTHORISE the Clerk to instruct Simon Knight Architects to carry out the Stage 4 detailed design.
- g. AUTHORISE the Clerk to instruct RLP to carry out the QS work, with individual elements instructed as the work progresses.
- h. AUTHORISE a spend of £3054 for electrical work for the storage plan.

Simon Maple

Pavilion Cost Plan

Costs

RLP Total Construct est 5.12.23 (ex inflation and risk allowances).	£1,015,500
Removing (item 12) 3k Temp WCs, 10k containers, 10k AV	-£23,000
Adding in inflation (but not through FF 3 month process)	+£10,155
Construction total	£1,002,655
Stage 4 funding to go	£38,000
Stage 5/6 fees (less £10k legal, covered elsewhere by PPC)	£40,000
Additions 10k containers, 3k temp WCs	£13,000
Contingency (31k design/development, 44k construction) (Also £1.955k and £6.17k in Stage 4 and 5/6 fees)	£75,000
Total	£1,168,655
Fundraising support	£8,085
Grand total	£1,176,740
	Rounded to

£1.2m

Funding

S106 (assumes £5k from Blakeney)	£180,000
PPC loan	£300,000
Football Foundation	£250,000
NHDC	£50,000
Donations, pledges and fund raising to date	£24,252
Sub-total	£804,252
PSSC	£65,000
Football club	£5,000
Cricket club	£5,000
Sub-total	£75,000
Total	£879,552

Funding gap
£297,188

Rounded to £300k

Assume +£100k loan, +£100k FF grant, +£100k fundraising.

Detailed costs breakdown going forward

1. Stage 2/3 redesign - Completion c end January 24
- | | | | |
|-----------------------------|--------------|---------------|----------------------|
| a. Architect stage 2 | | £2500 | Paid |
| b. M+E Engineers stage 2 | £2673 | | Committed |
| c. QS updated cost estimate | etc | £2960 | Committed, £795 paid |
| d. Architect Stage 3 | | £4000 | Committed |
| i. Display boards | £192 | | From contingency |
| e. M+E Energy model | | £1800 | Committed |
| f. Planning permission | £0 | | |
| g. Archaeology update | | £250 | Est. Complete June? |
| h. Contingency | | £600 | £192 for boards |
| | Total | £14975 | |
- Covered by £19k loan payment for 23/24 budget year
2. Fundraising
- | | | | |
|------------------------------------------------|--------------|--------------|----------------|
| a. Feasibility study (due 8 th Feb) | £1155 | | Committed |
| b. Business plan (9 Feb – Easter) | £1925 | | Discuss 8 Feb |
| c. Applications (12 Apr – Sept) | £5005 | | Discuss 11 Apr |
| | Total | £8085 | |
- Partial (£4025) cover from £19k for loan 23/24
3. Stage 4 9 Feb – 10 Oct 24 (Stage 4 design completes 13 June 24)
- | | | | |
|--------------------------------------|--------------|-------------|-----------------------------------|
| a. Architects and engineers | | £24k | Est – discuss 8 th Feb |
| i. Drainage design early | £3.25k | | Committed |
| b. QS | | £10.4k | Committed £3030 paid |
| c. Soil survey | | £4.465k | Paid |
| d. GPR survey (gas pipe + utilities) | £1.9k | | Paid |
| e. FF prelim legal check | £0.75k | | Paid |
| f. Building reg plan fee | £0.81k | | Discuss 8 th Feb |
| g. Archaeology | | £0.47k | Paid |
| h. Contingency | | £1.955k | Discuss 8 th Feb |
| | Total | £48k | Was £45k last year |
- c£38k assumed going forward as £10,615 paid
4. Stage 5/6 Fee 13 Feb 25 – c end Nov 25 **Costs subject to inflation**
- | | | | |
|-----------------------------|--------------|-------------|-------------|
| a. Architect and engineers | £15k | | |
| b. QS | | £10.4k | |
| c. Archaeology | | £3k | |
| d. Building Regs inspection | | £2.88k | Up from £1k |
| e. Asbestos report update | £1k | | |
| f. Demolition notice | | £0.3k | |
| g. FF legal fee | | £1.25k | |
| h. Contingency | | £6.17k | |
| | Total | £40k | |
5. Exclusions
- | | | | |
|-----------------------|------|--|------------------------|
| a. Legal fees | £10k | | License/lease, charity |
| b. Access road | TBA | | Can be delayed |
| c. Car park surfacing | TBA | | Can be delayed |

6th February 2024

