

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 9 October 2025 at 7.45 pm**

www.pirtonparishcouncil.org.uk

Present:

Cllr J Rogers (Chair), Cllr S Maple, Cllr A Goodman, Cllr N Rowe, Cllr N Topliff, District
Cllr C Strong

In attendance:

Dr Janine Budd (Parish Clerk)

25-118 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from Cllr Burleigh.

25-119 Public participation.

Three members of the public attended.

25-120 To receive declarations of Interest from Councillors on items on the Agenda and to consider any requests for dispensation.

Declarations of Interest were accepted as those recorded in the book. Cllr Maple is committee member of PSSC.

25-121 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 11 September 2025 as a true and accurate record.

It was **RESOLVED** that minutes of the Council Meeting held on 11 September 2025 be approved as a true and accurate record of the proceedings and be duly signed. Proposed by Cllr Maple, seconded by Cllr Rogers.

25-122 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.

- a. Bank account as of 9 October 2025 is £337,076.00
- b. It was **RESOLVED** that payments totalling £99,372.52 as detailed on the monthly finance statement (Appendix A) be made.

25-123 To receive the Clerk's report.

The Clerk reported that the AGAR final report had been received and that this had been published on the Parish Council website and notice board.

The Clerk informed councillors that a poppy wreath had been ordered for the Remembrance Day service at a cost of £20.00. Cllr Rogers proposed that a donation of £20.00 be made to the appeal. Seconded by Cllr Maple.

25-124 To receive the New Pavilion Working Group report and Cash Flow projection

PIRTON PARISH COUNCIL

MINUTES: 9 October 2025

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Cllr Maple had circulated the report (Appendix B). Building is currently about 10 weeks behind schedule. Cllr Rogers asked if the time is likely to be made up. Cllr Maple said that it is unlikely that time will be made up, but that the delay is not likely to affect the cost to the Parish Council. The roofing has been completed, and the electrical fittings have been positioned and agreed. The two-storey site office has been removed because it is likely to be tricky to do so in winter. The windows and doors are due to be delivered and fitted soon.

The car park is going to be closed for the installation of the waste-management system. There will be a donor inspection in November.

A key priority is the signing of the licence between PPC and PSSC Ltd.

Cllr Maple presented a quote of £12,200.00 for audiovisual equipment, which will mostly be covered by PSSC. It was RESOLVED that £3,500.00 for wiring and sockets be made available from the contingency. Proposed by Cllr Rogers; seconded by Cllr Rowe.

25-125 **Planning**

Cllr Goodman asked if there was any update on when the committee for the Gladman outline planning application is likely to take place. District Cllr Strong said that she had been given impression that this will not take place until the new year. She said that NHDC is paying special consideration to the comments from the water companies.

25-126 **To consider Planning Applications (as in Appendix A).**

i. **25/02064/OP** Land adjacent to 10 Hambridge Way, Pirton

The Parish Council will be objecting on several points such as density, flooding, access and proximity to the recreation ground boundary. Access by emergency and refuse vehicles is a particular concern. Access to the new development would mean the loss of two visitor parking spaces. Additional visitor parking is needed to discourage roadside parking on what is already a very narrow road. Cllr Rowe would welcome the opportunity to have a meeting with NHDC and/or Blakeney's.

The Clerk is to send the final version of the comments to NHDC when it is completed.

PSSC will also object to the development.

ii. **25/02379/FPH** 21 Saxon Rise, Pirton

The Parish Council will be objecting on the grounds that converting the garage into habitable space will mean the loss of a three-bedroom house and a parking space. The Clerk is to send the final version of the comments to NHDC when it is completed.

iii. **25/02436/FPH** 19 Cromwell Way, Pirton

The Parish Council will be objecting on the grounds that a three-bedroom house will become a four- or five-bedroom house. The proposed parking space will be out of character for the street.

25-127 **To discuss the potential impact of the proposed Gladman and Blakeney Homes developments on parish and village amenities, with a view to seeking Section 106 monies to mitigate this.**

A discussion took place and there were several suggestions for the use of S106 money: footpath improvements e.g. Walnut Tree Road, Royal Oak Lane, High Street by school, behind Baulk Gardens

the footpath from High Street to Little Lane needs cleaning up

additional playgrounds

possible extension of the village hall

improved surfacing of the village hall car park

new sign at the bottom of Toot Hill

resurfacing of Hambridge Way (not tarmac)

additional bins

additional allotments
improvements to the bus services with an extension to the train station or a route along Hitchin Road rather than via Holwell

Cllr Maple had a recreation ground related list:
improving the roadway to PSSC
improving parking at PSSC
Padel ball court - another MUGA,

It was decided to continue the discussion at the next meeting to give councillors the opportunity to discuss the use of S106 money with their respective committees e.g. village hall, Bury Trust.

Cllr Burleigh to inform PC about where to submit list of requests.

Cllr Rowe to contact Blakeney's and Gladman to ask about how much S106 money is available.

25-128 To consider responses to the NHDC survey on the topic of Section 106 monies.

The survey was completed and submitted online.

District Cllr Strong left the meeting.

25-129 To receive an update on Pirton road safety issues, including speed limits

Cllr Goodman reported that the frequent repeater 20 mph signs are needed because there is no speed-restricting furniture.

The speed indicator will be revised to 20 mph by 27 October, which is when the new speed limit becomes enforceable.

Cllr Goodman to seek clarification on when the painted 30 mph marker on the Holwell Road will be corrected, as well as about markings at the junction of West Lane, Holwell Road and Royal Oak Lane.

The Clerk is to keep this item on the agenda for one more meeting.

25-130 To receive an update from the Communications Working Group

Cllr Goodman reported that the Pirton Finest and Pirton Parish Council Facebook pages were regularly updated. Emails were sent and Facebook comments posted about the Blakeney development to support comments by residents.

Cllr Goodman will update the details of the new owners of the village shop on the website.

25-131 To agree and sign the new Licence between PPC and Pirton Sports and Social Club Limited

Cllr Maple suggested that a group from PPC meet to finalise the licence on Thursday 23rd October and then submit it to PSSC for their comments.

The Clerk will include an agenda item for discussion/approval of the licence in November.

25-132 To consider the final external auditor report (AGAR) and decide if any action is required.

The Clerk to speak to Carina Helmn, County Officer at HAPTC, to seek advice on correcting values in Boxes 3 and 6, which reflected internal transfers, when completing next year's AGAR.

Clerk to include this as an agenda item for the November meeting.

25-133 To allocate responsibilities for the 2025 asset inspection.

Clerk allocated assets to be inspected and requested that Cllrs inform her of any items that are likely to require repair or replacement before the next meeting.

25-134 To discuss workplace pension providers for inclusion in the Clerk's contract.

After discussion with Carina Helmn, the Clerk had previously circulated information about the Local Government Pension Scheme (LGPS) and the Nest Pension Scheme. Cllr Rogers

felt that it was important to provide for the Clerk's retirement and proposed investigating the LGPS. Cllr Rogers proposed that Cllrs agree in principle to pay in the region of £1,750 per annum towards LGPS employer pension contributions. Cllr Maple seconded. Cllrs are to investigate further and report their choice of pension scheme to the Clerk before the November meeting for ratification at that meeting.

25-135 To set a date for the November budget meeting.

A date of 4th December 2025 was set.

The Clerk is to book meeting room for a 7.30 pm start.

25-136 To receive reports on the following:

25-137 Parish Paths Partnership (P3).

Cllr Rowe was contacted by HCC. They suggested surfacing footpath 005 along the side of the recreation ground, between the walnut trees and the hedge. The councillors felt that this was not required and suggested some resurfacing work be carried out by the kissing gate where the path becomes particularly muddy.

Cllr Rowe to report back to HCC.

25-138 S106 Projects

nothing to report

25-139 Village Environment.

Asset inspection to be carried out before next meeting.

25-140 Bury Trust

Cllr Goodman reported that the Bury Trust is seeking advice about how to manage the overgrowth of thistles. The cows pushed over a post that needs to be repaired.

An archaeological talk will be held on 16 November and there is an open position for an Ordinary Trustee.

25-141 Village Hall.

Cllr Rowe reported that he had been informed that the Village Hall had asked insurers to look at a crack in the front wall of the Pumpkin Room.

25-142 To suggest items for the next Meeting of the Parish Council to be held on Thursday 13 November 2025 at Pirton Village Hall at 7.45 pm

- a. Identifying priorities for replacement or repair as a result of the Asset inspection
- b. Community Action Day – organise date for spring
- c. pond maintenance
- d. Approving and Signing of licence between PPC and PSSC
- e. Agreeing and ratifying new Clerk's workplace pension provider
- f. Compiling list of priorities for S106 monies

Meeting closed at 22.10

Date of Next Meeting: **Thursday 13 November 2025 at Pirton Village Hall at 7.45 pm.**

Appendices

Appendix A – Monthly Finance Statement

PIRTON PARISH COUNCIL

MINUTES: 9 October 2025

Signed: _____

Dated: _____

Appendix B – New Pavilion Working Group Report

Appendix A – Monthly Finance Statement

Pirton Parish Council

A	Bank Reconciliation at 30/09/2025		
	Cash in Hand 01/04/2025		162,414.66
	ADD Receipts 01/04/2025 - 30/09/2025		638,534.62
	SUBTRACT Payments 01/04/2025 - 30/09/2025		800,949.28
	Cash in Hand 30/09/2025 (per Cash Book)		463,873.28
B			337,076.00
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2025	0.00	
	Pirton Parish Council Unity Trust 31/08/2025	337,076.00	
			337,076.00
	Less unrepresented payments		
			337,076.00
	Plus unrepresented receipts		
B	Adjusted Bank Balance		337,076.00
	A = B Checks out OK		

Payments

PIRTON PARISH COUNCIL

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PAYMENTS LIST

Voucher	Code	Date	Cheque No	Description	Supplier	VAT Type	Net
103	Insurance	17/09/2025		Insurance renewal	Gallagher Insurance	Z	2,863.37
Total							2,863.37

Pirton Parish Council
PAYMENTS LIST

9 October 2025 (2025-2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
104	Grass Cutting Rec	09/10/2025		Pirton Parish Council		Rec Grass Cutting	A&B Gardening	S	750.00	150.00	900.00
105	Website/IT	09/10/2025		Pirton Parish Council		Neighbourhood Plan Website	Jonty Wild	Z	59.99		59.99
106	War Memorial	09/10/2025		Pirton Parish Council		War Memorial Maintenance	Adam's Garden Tidy Ups &	Z	35.00		35.00
107	War Memorial	09/10/2025		Pirton Parish Council		War Memorial Maintenance	AC Supply Ltd	S	509.00	101.80	610.80
108	Website/IT	09/10/2025		Pirton Parish Council		Website Hosting	Matt Porter Web Design	Z	184.80		184.80
110	Village Greens	09/10/2025		Pirton Parish Council		Village Greens Grass	Andrew Burton	Z	320.00		320.00
111	Street Cleaner	09/10/2025		Pirton Parish Council		Street Cleaning	Tony Smart	Z	244.20		244.20
112	Sports Pavilion	09/10/2025		Pirton Parish Council		New Pavilion Construction	Simon Knight Architects	S	975.00	195.00	1,170.00
113	Sports Pavilion	09/10/2025		Pirton Parish Council		New Pavilion Construction	RLP Surveyors	S	900.00	180.00	1,080.00
114	Sports Pavilion	09/10/2025		Pirton Parish Council	W3A/2346/1644/01	New Pavilion Engineering	Wooster Jeffs Associates	S	1,100.00	220.00	1,320.00
115	Audits	09/10/2025		Pirton Parish Council	HT0081	External Audit	PKF Littlejohn	S	460.00	92.00	552.00
116	General Maintenance	09/10/2025		Pirton Parish Council		Private Property Sign	Simon Maple	Z	24.49		24.49
117	Sports Pavilion	09/10/2025		Pirton Parish Council	NW/06	New Pavilion Construction	Parrott Construction	S	75,459.58	15,091.92	90,551.50
118	Room Hire	09/10/2025		Pirton Parish Council		Room Hire	Village Hall	Z	21.25		21.25
119	Salary	09/10/2025		Pirton Parish Council		Salary	Melisa Janine Budd Clerk	Z	858.54		858.54
120	Room (Office Expenses)	09/10/2025		Pirton Parish Council		Salary	Melisa Janine Budd Clerk	Z	30.00		30.00
121	Telephone	09/10/2025		Pirton Parish Council		Salary	Melisa Janine Budd Clerk	Z	20.00		20.00
122	Tax	09/10/2025		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	217.22		217.22
123	Employer's NI	09/10/2025		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	98.81		98.81
124	Employer's NI	09/10/2025		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	150.17		150.17
125	Grass Cutting Rec	09/10/2025		Pirton Parish Council		Rec Grass Cutting	A&B Gardening	S	562.50	112.50	675.00
126	Website/IT	09/10/2025		Pirton Parish Council	QU-3499	Website Hosting	TEEC	S	165.99	33.20	199.19
127	Training	09/10/2025		Pirton Parish Council		Clerk Training	HAFTC	Z	35.00		35.00
128	Water	20/10/2025		Pirton Parish Council	2600796	Allotments Water	Castle Water	Z	14.56		14.56
Total									83,196.10	16,176.42	99,372.52

Receipts

RECEIPTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net
73	Sports Pavilion	01/09/2025	J & Z Burton	Z	100.00	100.00
74	Sports Pavilion	05/09/2025	J Porter	Z	100.00	100.00
75	New Pavilion PWLB/Donors	08/09/2025	Owain Lister	Z	2,000.00	2,000.00
76	War Memorial	09/09/2025	Pirton Heritage Sup	Z	1,421.61	1,421.61
77	Precept	11/09/2025	North Herts District	Z	34,000.00	34,000.00
78	VAT Reclaimed	12/09/2025	HMRC VAT	Z	12,647.79	12,647.79
79	Sports Pavilion	12/09/2025	Alexander SM/GCA	Z	10,000.00	10,000.00
80	Insurance	22/09/2025	Bury Trust	Z	125.70	125.70
81	Football Foundation	26/09/2025	Football Foundation	Z	13,521.00	13,521.00
82	New Pavilion PWLB/Donors	30/09/2025	Lea Sports PSG	Z	1,000.00	1,000.00
83	New Pavilion PWLB/Donors	30/09/2025	Public Works Loan E	Z	199,930.00	199,930.00
Total					274,846.10	274,846.10

Appendix B - New Pavilion Working Group Report

New Pavilion Working Group report to PPC 9th October 2025

PIRTON PARISH COUNCIL

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Dated: _____

1. The Working Group has met formally 44 times to date.

Construction

2. Progress has been delayed to a reported 10 weeks behind schedule. Ordering/fitment of windows and doors have caused further delay. These are now expected to be fitted by 17th October.
3. Roofing has been completed and the floor has had 125mm of insulation and 75mm of screed applied.
4. Details of electrical fittings have been marked up, discussed and agreed.
5. The two-storey site huts have been removed while the ground was hard enough for the lorry to access over the grass.
6. Parrotts have produced a revised schedule with a completion date of 24 February 2026.
7. Parrotts have requested and been granted an Extension of Time. It is understood at this stage that the purpose of this is to register a delay to the contracted completion date, but not to seek additional costs.
8. Once the building is watertight the schedule to completion will be reconfirmed.
9. Meetings are taking place every 2 weeks with the Architect (Simon Knight), and site meetings weekly with the Clerk of Works (Owain Lister).
10. A discussion on inclusion of AV equipment was held on 11th September. A quote of £12.2k was provided for the provision of PA and AV equipment. PSSC are proposing to contract with Parrotts for the majority of this work. It is proposed that a variation of £3.2k for the base build for fitment of sockets, cables etc is made to the base build contract.

Costs and funding

11. There is still a need to raise c£13k more funding to cover the works associated with the kitchen and bar. £12.2k was received in September, from donations and “brick” purchases.
12. The football club provided £1k completing their donation of £5k.
13. Cash flow will need careful management, and some money will not be available until completion (5% of the FF grant, 5% of the NHDC grant, the RANDs grant), and VAT will need to be recovered quickly, but given PPC reserves this should be manageable.
14. A copy of the latest view on cashflow will be sent separately. Parrotts have provided a revised cashflow in line with the revised programme. The overall cashflow forecast is now positive going forward.
15. We have received the first £200k drawdown (minus £70 admin charge) of the £400k PWLB loan. The application for the second tranche has been made.
16. Unfortunately, interest rates for the loan have increased to the highest level for a number of years. The first payment for the first loan tranche is £7,433.39 due on 30 March 2026, based on the interest rate of 6.31%. If the 2nd tranche is at the same rate, repayment will be £14,866.78 each half year. This will exceed our £29k pa budget by £733.56pa.
17. An application for the remaining Section 106 draw-down of £71.7k has been submitted. If successful this will improve the cashflow compared with the assumption that £25k is not drawn down until substantial completion. The NHDC submission for payment approval and uploading was delayed a week but was reported as set up for this week, with remittance on Tuesday (but not received) and payment on Thursday 9th.
18. The VAT reclaim for August was paid. There was some earlier duplication and claims for items that are not applicable for reclaim, and a repayment should be made. A claim for August now needs to be submitted.
19. The Football Foundation grant drawdown of £13.5k was received and £26.6k has been requested for September.
20. There are still opportunities to seek sponsorship for naming rights for rooms, and the pavilion. We are considering how to advertise for these.
21. The funding gap is now £13k, £5k of which is promised.
22. It was agreed that up to £35k of funding would be provided towards the kitchen/bar fit out, with the remaining £56k to be provided by the PSSC.

Management Arrangements

23. An agreement is now required between PPC and PSSC for the day-to-day management of the new pavilion.

24. This will need to be in place before operations commence.
25. A meeting was held between PPC and PSSC to discuss the draft license including points raised by the lawyers.
26. The action is now with PPC to update the draft including a detailed list of facilities with their ownership, maintenance and cost accountability.

Risks

27. Inflation remains a risk, but this is hopefully reducing as we proceed through the build. We are currently at about 37% of the build cost.
28. There are always existential risks around severe weather, accidents, fire, damage, company bankruptcy etc.

Football Foundation commitments

29. A key commitment is to achieve 2* accreditation by the Football club. The club has been in discussion with the football authorities, and a way forward has been agreed that will hopefully lead to the accreditation.
30. A precis list of commitments/conditions has been produced, and will be managed going forward.

Communications

31. The newsletter will be used to provide an update on the progress.
32. Car park closures are expected from 13-17 Oct and 20-24 Oct for excavation works.
33. Donor visits are proposed on 25 or 26th Oct. if Parrotts can accommodate this.
34. The PPC is requested to:
 - a. NOTE the contents of this update.
 - b. PREPARE a revised draft license for day to day management.
 - c. APPROVE a spend of £3.2k of contingency for AV kit wiring.
 - d. PROVIDE any comments or direction on the matters contained in this update.

Simon Maple