

# Pirton Parish Council

Minutes of Pirton Parish Council Meeting held in  
Pirton Village Hall on 12 June 2025 at 7.45 pm

[www.pirtonparishcouncil.org.uk](http://www.pirtonparishcouncil.org.uk)



## Present:

Cllr J Rogers (Chair), Cllr A Goodman, Cllr D Burleigh

## In attendance:

Cllr D Burleigh also took the minutes for this meeting

~~~~~

**25-25    To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from Cllr Topliff Cllr Rowe, Cllr Maple and Cllr Parkin

**25-26    Public Participation.**

Two members of the public were present. There was interest in the debate on the Gladman consultation, and in planning application 25/00648. Both members of the public remained for the whole meeting.

**25-27    To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

Declarations of interest were received in accordance with the Declarations Book.

**25-28    To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 8 May 2025 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 8 May 2025, be approved as a true and accurate record of the proceedings and be duly signed.

**25-29    To receive the Bank Reconciliation and Financial Summary and approve accounts for payments.**

- . Bank account as at 31 May 2025: Unity Trust Account £100,654.44
- . It was **RESOLVED** that payments totalling £61,561.22 as detailed on the monthly Finance Statement (Appendix A) be made.

**25-30    To receive the Clerk's report.**

The Acting Clerk thanked the former Clerk Mr Edwards for his assistance with the finance statements for the meeting.

An email report from Cllr Barnard was read out.

CPRE have been in touch to request a donation towards the legal costs of challenging the Government's Decision to expand Luton Airport. The Chair asked for this to be an item on the next agenda.

A houseowner had been in touch again concerning the fencing around the allotments. As NHDC had previously advised that this was not the responsibility of either NHDC or the Parish Council, no further action would be taken.

HAPTC have issued guidance concerning copyright and the use of photographs/images downloaded from the internet. Cllr Goodman said that the PPC did not use any images from the internet except standard stock images.

The damage to the Heritage Verge was discussed; the Clerk reported on her correspondence with HCC Highways who were not responsible for cutting the verges. Their information indicated that it was a local farmer.

**25-31 To receive the Pavilion Working Group Report**

Cllr Maple had circulated a report. Construction is progressing. Detailed financial information continued to demonstrate the need for close monitoring of income and outgoings. Forthcoming fund-raising events were listed. There will be a topping out ceremony in July. A detailed cashflow was discussed, and an emphasis on timely VAT returns continues. The meeting thanked all donors, and in particular the PSSC for their superb efforts including an up-coming Brewfest, and interclub cricket match. Charlotte Ransome, Tim Dye and Peter Cole were also thanked for arranging and hosting an up-coming Open Garden Day at High-down.

**25-32 Planning**

**25-33 To consider Planning Applications (as in Appendix A)**

Cllr Rowe had written his advice on all of the applications. These were considered. The meeting agreed with Cllr Rowe's recommendations and reasons regarding No Objection to 2 Crabtree Lane. Docwra Manor (save for rooflights), and 12 Priors Hill. His draft response objecting to Land East of 2 West Lane was agreed.

**25-34 To consider the Consultation letter from Gladman, regarding possible development of a field to the East of Comice Meadows.**

Cllr Burleigh shared her report on the reasons for the previous refusal of planning permission on this site at Appeal in 2018. She pointed out some of the policy and legislative changes regarding Planning since 2018, which any objections would need to address.

**25-35 Review of NHDC Local Plan**

Cllr Burleigh reminded the meeting that the NHDC Local Plan had been reviewed in 2023, and detailed work arising from that review was now being undertaken. There should be consultation with the Parish Council on a number of policy areas. There may be issues which require changes to the Pirton Neighbourhood Plan, as well as suggestions for additional land for housebuilding, as the Government has increased the annual target figure for NHDC.

**25-36 Review and amendments to the Pirton Neighbourhood Plan.**

Cllr Burleigh had circulated a paper originally shared in 2023, outlining reasons for reviewing and amending the Pirton Neighbourhood Plan. With new Government policies now in place, and the Local Plan review having taken place, it was agreed that it was now time to review the Plan. Cllr Burleigh will prepare a paper for August/September meeting, outlining the areas most in need of updating.

**25-37 To receive updates on Pirton road safety issues, including speed limits.**

There was nothing new to report

**25-38 To receive an update from the Communications Working Group**

Cllr Goodman reported that Pirton Community Choir has been set up on Pirton.org; that Cllr Parkin continues to post relevant item on the PPC Facebook page; and that investigations are underway to establish an Instagram account to reach a wider audience.

**25-39     To receive reports on the following:**

**25-40     Parish Paths Partnership: nothing to report**

**25-41     S106 Projects:**

Cllr Burleigh reported that NHDC had sent the Sec106 Money from the Cala development to be used for the new Sports Pavilion

**25-42     Village Environment:**

Cllr Rogers expressed concern at the size of some of the advertising now being set up at Punches Cross, bearing in mind that permission should be sought for any advertisements. It was agreed that this was a situation to be monitored.

**25-43     The Bury Trust:**

Cllr Goodman reported that the Thistles are growing and she had contacted Mr Cooper the farmer to come and cut them before they seeded. Darren Simmonds is regularly cutting the nettles around the bench. A new wearing course around the water trough has been laid to protect the land and the archaeology. Gil Burleigh and his team thanked for filling in a hole along Jack's path.

**25-44     Village Hall:**

There was nothing to report

**25-45     To consider a response to the cutting of the Heritage Verge.**

There was no further discussion as this had been discussed under the Clerk's report.

**25-46     To suggest items for the next meeting of the Parish Council to be held on**

**Thursday 10 July 2025 at the Village Hall at 7.45pm**

**Meeting Closed: 9.21 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**

|          |                                                     |            |                   |
|----------|-----------------------------------------------------|------------|-------------------|
|          | <b>Bank Reconciliation at 31/05/2025</b>            |            |                   |
|          | Cash in Hand 01/04/2025                             |            | 162,414.66        |
|          | <b>ADD</b><br>Receipts 01/04/2025 - 31/05/2025      |            | 107,006.97        |
|          |                                                     |            | 269,421.63        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2025 - 31/05/2025 |            | 168,767.19        |
| <b>A</b> | <b>Cash in Hand 31/05/2025</b><br>(per Cash Book)   |            | <b>100,654.44</b> |
|          | Cash in hand per Bank Statements                    |            |                   |
|          | Petty Cash 31/05/2025                               | 0.00       |                   |
|          | Pirton Parish Council Unity Trust 31/05/2025        | 106,194.44 |                   |
|          |                                                     |            | <b>106,194.44</b> |
|          | Less unrepresented payments                         |            | 5,640.00          |
|          |                                                     |            | 100,554.44        |
|          | Plus unrepresented receipts                         |            | 100.00            |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |            | <b>100,654.44</b> |
|          | <b>A = B Checks out OK</b>                          |            |                   |

PIRTON PARISH COUNCIL

MINUTES: 12 June 2025

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

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

**Pirton Parish Council**

4 June 2025 (2025-2026)

**PAYMENTS LIST**

| Vouche | Code                     | Date       | Minute | Bank                  | Cheque No | Description               | Supplier                 | VAT Type | Net       | VAT      | Total     |
|--------|--------------------------|------------|--------|-----------------------|-----------|---------------------------|--------------------------|----------|-----------|----------|-----------|
| 38     | Water                    | 20/05/2025 |        | Pirton Parish Council |           | Allotments Water          | Castle Water             | Z        | 8.79      |          | 8.79      |
| 37     | Information Commissioner | 20/05/2025 |        | Pirton Parish Council |           | Annual Subscription       | Information Commissioner | Z        |           |          |           |
| 29     | Information Commissioner | 20/05/2025 |        | Pirton Parish Council |           | Annual Subscription       | Information Commissioner | Z        | 47.00     |          | 47.00     |
| 44     | Bank Charges             | 31/05/2025 |        | Pirton Parish Council |           | Bank Charges              | Unity Trust Bank         | Z        | 6.00      |          | 6.00      |
| 40     | Council                  | 12/06/2025 |        | Pirton Parish Council |           | Room Hire                 | Village Hall             | Z        | 42.50     |          | 42.50     |
| 39     | Other                    | 12/06/2025 |        | Pirton Parish Council |           | ER Consultancy            | Edward Roberts (Clerk)   | Z        | 429.14    |          | 429.14    |
| 42     | Sports Pavilion          | 12/06/2025 |        | Pirton Parish Council |           | New Pavilion Construction | Simon Knight Architects  | S        | 975.00    | 195.00   | 1,170.00  |
| 41     | Sports Pavilion          | 12/06/2025 |        | Pirton Parish Council |           | New Pavilion Construction | Fairhurst                | S        | 1,225.00  | 245.00   | 1,470.00  |
| 43     | Sports Pavilion          | 12/06/2025 |        | Pirton Parish Council |           | New Pavilion Construction | Parrott Construction     | S        | 46,143.41 | 9,228.68 | 55,372.09 |

**Pirton Parish Council**

4 June 2025 (2025-2026)

**RECEIPTS LIST**

| Vouche       | Code                     | Date       | Minute | Bank                  | Receipt No    | Description                     | Supplier            | VAT Type | Net              | VAT | Total            |
|--------------|--------------------------|------------|--------|-----------------------|---------------|---------------------------------|---------------------|----------|------------------|-----|------------------|
| 30           | New Pavilion PWLB/Donors | 12/05/2025 |        | Pirton Parish Council |               | Donation                        | S & A Goodman       | Z        | 40.00            |     | 40.00            |
| 31           | New Pavilion PWLB/Donors | 12/05/2025 |        | Pirton Parish Council |               | Donation                        | J D Brooks          | Z        | 20.00            |     | 20.00            |
| 33           | New Pavilion PWLB/Donors | 12/05/2025 |        | Pirton Parish Council |               | Donation                        | William Testa       | Z        | 30.00            |     | 30.00            |
| 34           | New Pavilion PWLB/Donors | 12/05/2025 |        | Pirton Parish Council |               | Donation                        | Penelope Picken     | Z        | 10.00            |     | 10.00            |
| 32           | New Pavilion PWLB/Donors | 12/05/2025 |        | Pirton Parish Council |               | Donation                        | R Charlesworth      | Z        | 20.00            |     | 20.00            |
| 35           | New Pavilion PWLB/Donors | 12/05/2025 |        | Pirton Parish Council |               | Donation                        | WG & LJ Low         | Z        | 20.00            |     | 20.00            |
| 36           | New Pavilion PWLB/Donors | 12/05/2025 |        | Pirton Parish Council |               | Donation                        | R & C Starling      | Z        | 20.00            |     | 20.00            |
| 37           | New Pavilion PWLB/Donors | 14/05/2025 |        | Pirton Parish Council |               | Donation                        | Pirton Tennis Club  | Z        | 190.00           |     | 190.00           |
| 38           | New Pavilion PWLB/Donors | 16/05/2025 |        | Pirton Parish Council |               | Donation                        | Lea Sports PSG      | Z        | 4,000.00         |     | 4,000.00         |
| 39           | Football Foundation      | 16/05/2025 |        | Pirton Parish Council |               | Football Foundation Pavilion Gr | Football Foundation | Z        | 45,005.00        |     | 45,005.00        |
| 42           | New Pavilion PWLB/Donors | 20/05/2025 |        | Pirton Parish Council |               | Donation                        | Pirton Cricket Club | Z        | 25.00            |     | 25.00            |
| 40           | Allotment Rents          | 21/05/2025 |        | Pirton Parish Council |               | Allotment rent                  | Cathy Stephen       | Z        | 20.00            |     | 20.00            |
| 41           | Parking Permits          | 21/05/2025 |        | Pirton Parish Council |               | Parking                         | Welbury             | Z        | 10.00            |     | 10.00            |
| 43           | Football Foundation      | 27/05/2025 |        | Pirton Parish Council |               | Football Foundation Fencing Gr  | Football Foundation | Z        | 11,338.00        |     | 11,338.00        |
| 44           | New Pavilion PWLB/Donors | 29/05/2025 |        | Pirton Parish Council | cheque 103325 | Donation                        | RA Hamilton McLeod  | Z        | 100.00           |     | 100.00           |
| 45           | New Pavilion PWLB/Donors | 02/06/2025 |        | Pirton Parish Council |               | Donation                        | A C Cook            | Z        | 100.00           |     | 100.00           |
| <b>Total</b> |                          |            |        |                       |               |                                 |                     |          | <b>60,948.00</b> |     | <b>60,948.00</b> |

PIRTON PARISH COUNCIL

MINUTES: 12 June 2025

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

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

**Appendix B – Planning Applications**

|     | Reference             | Detail                                                                                                                                                                                                                                                                                                                                                        |
|-----|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i   | <b>25/001198//FPP</b> | <p>Land to the East of 2West Lane</p> <p><i>Extension of existing hardstanding (Development already carried out). Installation of permeable driveway (Development has commenced). Creation of vehicular access off West Lane.</i></p> <p>Comments to Tom Rea by 12 June (extension requested)</p> <p><b>Objections were raised over this application.</b></p> |
| ii  | <b>25/00648/FPH</b>   | <p>2 Crabtree Lane</p> <p><i>Erection of Greenhouse following demolition of existing Greenhouse</i></p> <p>Comments to William Thompson by 6 June, extension granted to 13 Jun</p> <p><b>No objections were raised</b></p>                                                                                                                                    |
| iii | <b>25/01282/FPH</b>   | <p>12 Priors Hill, Pirton.</p> <p><i>Insertion of First Floor Front Balcony area with glass balustrade.</i></p> <p>Alterations to Fenestration</p> <p>Comments to Vicki Wood by 20 June 2025</p> <p><b>No objections were raised</b></p>                                                                                                                      |
| iv  | <b>25/01318/LBC</b>   | <p>Docwra Manor Hitchin Road</p> <p><i>Listed Building Consent for Alterations to fenestration including painting of new and existing windows. Internal alterations</i></p> <p>Comments to Vicki Wood by 26 June</p> <p><b>No objections were raised but note about roof lights</b></p>                                                                       |

**Planning decisions** (information only)

|   | Reference           | Detail             |
|---|---------------------|--------------------|
| i | <b>25/00682/LBC</b> | 4 Bury End Granted |

## Appendix C - New Pavilion Working Group Report

1. The Working Group has met formally 40 times to date.

**Construction**

2. Progress continues to be good, with scaffolding up, and brick and blockwork proceeding.
3. It has been reported that the build may be 8 days behind schedule. This is being checked to understand reasons and any consequences.
4. Meetings are taking place every 2 weeks with the Architect (Simon Knight), and site meetings weekly with the Clerk of Works (Owain Lister).

**Costs and funding**

5. There is still a need to raise more funds to cover potentially deferred items, but we have until later this year to do this.
6. 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 re-covered quickly, but given PPC reserves this should be manageable.
7. A copy of the latest view on cashflow will be sent separately. The figure at the end of March was confirmed with the Parish Clerk before his retirement. The cashflow forecast is positive going forward except for -£35k in Jan 26, -£16k in Feb 26 and -£4k in March 26.
8. There are a number of potential draws on contingency, mainly due to changes introduced as a result of civils drawing changes. Confirmation of cost impacts will be sought from Parrotts. In the worst case this could total c£30k including £2k for legal support re title.
9. It was agreed not to pursue collateral warranties in conjunction with the contract, this was optional, and not a contractual requirement.
10. Two further quotes are being sought for the bar and kitchen fit out.
11. A Section 106 draw down is being sought based on the first contractor's invoice of £113,035.44 ex VAT. This should be paid on 5<sup>th</sup> June.
12. Football Foundation grant drawdowns of £45k have been received, and £16.3k is requested for June.
13. VAT reclaims of c£24k should be made and received in June relating to pavilion costs.
14. The Football club has donated £4k, brick donations of £200 have been received, and £25 from a visiting cricket club.
15. A fund-raising tennis match between the cricket and tennis clubs held on the 9<sup>th</sup> May raised £360, and a cricket match between the two clubs will be held on the 4<sup>th</sup> July – spectators/sup-porters will be very welcome!
16. An Open Gardens event to raise money for the pavilion will be held on 22<sup>nd</sup> June at Highdown. Thank you to Charlotte Ransome Tim Dye and Peter Cole for this. Help on the day will be gratefully received.
17. PSSC are holding a BrewFest fund raising event.
18. There are still opportunities to seek sponsorship for naming rights for rooms, and the pavilion. We are considering how to advertise for these.

**Management Arrangements**

19. An agreement is now required between PPC and PSSC for the day-to-day management of the new pavilion.
20. This will need to be in place before operations commence.
21. PPC are sending the draft licence to Foreman Laws for advice on its suitability.
22. The PSSC will be discussing options with a legal team. They are proposing to set up a trading company.

**Risks**

23. Inflation remains a risk, but the most significant risk now is around PPC management of the project finances following the Parish Clerk's retirement.

**Football Foundation commitments**

24. A key commitment is to achieve 2\* accreditation by the Football club. Communications have been ongoing with Hitchin Belles on the possibility of joining forces to help increase the amount of Girls' football in Pirton, but it is not clear if and when this can be achieved.



**Communications**

25. It is proposed to hold a “topping out” ceremony, and this may be in July or August.
26. Our MP is willing to visit to see progress.
27. The PPC is requested to:
  - . NOTE the contents of this update.
  - . PROVIDE any comments or direction on the matters contained in this update.

Simon Maple