

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



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 homeowner 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 Highdown.

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 items 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 July2025 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

PIRTON PARISH COUNCIL

MINUTES: 12 June 2025

Signed: _____

Dated: _____

Appendix A – Monthly Finance Statement

Pirton Parish Council

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

Pirton Parish Council
PAYMENTS LIST

4 June 2025 (2025-2026)

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
RECEIPTS LIST

4 June 2025 (2025-2026)

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
								Total	60,948.00		60,948.00

PIRTON PARISH COUNCIL

MINUTES: 12 June 2025

Signed: _____
 Dated: _____

Appendix B – Planning Applications

	Reference	Detail
i	25/001198//FPP	<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>Objections were raised over this application.</p>
ii	25/00648/FPH	<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>No objections were raised</p>
iii	25/01282/FPH	<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>No objections were raised</p>
iv	25/01318/LBC	<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>No objections were raised but note about roof lights</p>

Planning decisions (information only)

	Reference	Detail
i	25/00682/LBC	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 recovered 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 5th 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 9th May raised £360, and a cricket match between the two clubs will be held on the 4th July – spectators/supporters will be very welcome!
16. An Open Gardens event to raise money for the pavilion will be held on 22nd 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.

Signed: _____
Dated: _____

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