

# Pirton Parish Council

Minutes of Pirton Parish Council Meeting held in  
Pirton Village Hall on 13 November 2025 at 7.45 pm

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



## Present:

Cllr Burleigh, Cllr S Maple, Cllr A Goodman, Cllr N Rowe, Cllr N Topliff, District Cllr C Strong

## In attendance:

Dr Janine Budd (Parish Clerk)

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**25-143 To receive and accept apologies for absence.**

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

**25-144 Public participation.**

Two members of the public attended. They had concerns about the 20 mph road markings not being in keeping with the rural nature of the village and spoiling the aesthetic of their properties on Holwell Road and Royal Oak Lane. One of the properties is Grade 2 listed and the other is in a conservation area. One member of the public felt that the painting of two signs on a narrow part of Holwell Road might give drivers the impression that the road is wide enough for two vehicles to pass and might therefore cause accidents. Cllr Burleigh will check the regulations and take this issue forward with Highways. She will also ask Cllr Barnard if he was given any prior indication of the positioning of signs and road markings.

**25-145 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 a committee member of PSSC and a member of Pirton Tennis Club/Pickleball Club.

**25-146 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 9 October 2025 as a true and accurate record.**

It was **RESOLVED** that minutes of the Council Meeting held on 9 October 2025 be approved as a true and accurate record of the proceedings and be duly signed. Proposed by Cllr Maple, seconded by Cllr Rowe.

**25-147 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as of 13 November 2025 is £337,076.00
- b. It was **RESOLVED** that payments totalling £124,726.27 as detailed on the monthly finance statement (Appendix A) be made.

**25-148 To receive the Clerk's report.**

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PIRTON PARISH COUNCIL

MINUTES: 9 October 2025

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

The Clerk reported that there had been an enquiry from Pirton School about the possibility of painting double-yellow lines or "school" markings around the entrance to the school as they had been receiving complaints from residents about dangerous and inconsiderate parking. The Cllrs felt that such markings were not in keeping with the rural nature of the village, especially when parking is only really a concern at two points in the day. The Clerk is to write to Pirton School to suggest that they put up a sign, like the one on Crabtree Lane, requesting that drivers park with consideration for others.

The Clerk reported that the Pickleball Club had requested funding to have Pickleball lines installed when the tennis courts are repainted. District Cllr Strong suggested that, as a start-up club providing a service for the community, they apply for a NHDC Southern Rural grant in the first instance.

**25-149 To receive the New Pavilion Working Group report and Cash Flow projection**

Cllr Maple had circulated the report (Appendix B). Building is currently about 10 weeks behind schedule and the current completion date is 24 February 2026. The building is now watertight. The waste-water plant has been installed. Some material uncovered underneath the car park was found to be asbestos, and this was removed and properly disposed of at a cost of £1,700.00.

Donations totalled £750, with £520 being raised by an opera fundraising event. PSSC ran a very successful fireworks evening. The cash flow forecast is positive going forward.

An open day for donors will be held on Sunday 16 November from 12.00 until 15:30.

**25-150 Planning**

**25-151 To consider Planning Applications (as in Appendix A).**

i. 5/02467/FPH 7 Hitchin Road, Pirton

This application has been withdrawn.

ii. 25/02436/FPH 19 Cromwell Way, Pirton

Amended plans have been submitted. PPC will be objecting on the grounds that there are still insufficient car parking spaces.

**25-152 To discuss the continuing work at land east of 2 West Lane, Pirton.**

A discussion took place. Having had their planning application refused, the applicants have 6 months to appeal. Enforcement is not able to act until that time, although they have issued a no-dig policy. Cllr Burleigh will contact the enforcement team for clarification, and also ask someone from environmental health to check on the noise impact on neighbours as well as the provision for waste management.

**25-153 To finalise the list of proposed ways to allocate and spend Section 106 monies arising from potential future development.**

Cllr Burleigh reported that any request will need to be compliant with the CIL (Community Infrastructure Levy) regulations. The application needs to include estimated costs. Cllr Burleigh will begin to prepare an application for consideration by the other councillors. Proposed ways to allocate spending include:

footpath improvements e.g. Walnut Tree Road, Royal Oak Lane, High Street by school, behind Baulk Gardens  
 additional playgrounds  
 additional football pitch to increase capacity for girls' football  
 possible extension of the Village Hall – Cllr Rowe to liaise with them  
 improved surfacing of the Village Hall car park  
 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  
 improving the roadway to PSSC  
 improving parking at PSSC  
 Padel ball court - another MUGA,

**25-154 To receive an update on Pirton road safety issues, including speed limits**

Cllr Goodman has emailed contacts at Highways to enquire if any further measures will be incorporated in addition to the road markings and speed-limit signs. She will also enquire whether the speed indicator has been properly recalibrated.

**25-155 To receive an update on the issue of flooding in Pirton**

Cllr Goodman reported that she has received confirmation from Anglian Water that the pipe from the pond to the ditch along Walnut Tree Road has been cleared and that the water level in the pond is now correct. Cllr Goodman and Cllr Maple are concerned that the level of the ditch is higher than that of the pond and that water might not clear effectively during periods of heavy rain. They would like to see if it is possible to dig out more of the ditch, but they are unsure about who has responsibility for it. Cllr Maple has asked Alistair Strathern to help identify who has responsibility for maintenance of the ditch.

An additional pipe flowing into the ditch along Walnut Tree Road has been uncovered, but Anglian Water do not think that it is one of their pipes. They suggested that it could be an old Highways pipe, and Cllr Goodman is hoping to clarify this.

Walnut Tree Road will be resurfaced, without fixing the drains.

The works along West Lane seem to have improved the flooding.

**25-156 To receive an update from the Communications Working Group**

Cllr Goodman reported that some residents have encountered emails bouncing back when they are trying to contact the Parish Clerk or the Chairman. The Clerk is to contact the website hosts to see if problem can be resolved. The Clerk will look into the possibility of using gov.uk emails in the longer term.

**25-157 To approve and sign the new Licence between PPC and Pirton Sports and Social Club Limited**

Cllr Maple has produced an updated draft following meetings with some councillors, which he will share with all councillors. The councillors are to provide comments within 48 hours and then Cllr Maple will forward the draft licence to PSSC for their comments.

**25-158 To agree the appointment of April Skies Accounting Ltd as internal auditor for 2025-2026 and sign the engagement letter.**

Proposed by Cllr Burleigh. All agreed. Cllr Burleigh signed the engagement letter. The Clerk will forward this to April Skies Accounting Ltd.

**25-159 To receive feedback from the Clerk on her enquiries about the "except for" matters reported in the final external auditor report (AGAR).**

The Clerk reported that an amount of £1,125 pounds had been described as an internal transfer in box 3 of the explanation of variances document. This amount can be adjusted in next year's report and the words "Restated" written in the column.

**25-160 To receive feedback from councillors on the village asset inspection and identify priorities for repair and replacement.**

Concrete and sealant are required at the bottom of the pond fence posts. The concrete also needs attention. Cllr Burleigh suggested that a working party be arranged for this. Maintenance of the benches can be a project for Community Action Day.

A working party will be needed to repair the sign table at Little Green – it is wobbly and the sealant needs replacing.

Cllr Goodman is to look into a fixing for the Jubilee sign for the tree on Great Green. Cllr Maple reported that chemical treatment and cleaning of the MUGA will cost £1,160.00 + VAT. Cllr Burleigh proposed that this be spent on the grounds that money is available in the budget. Seconded by Cllr Rowe. All agreed.

**25-161 To agree and ratify a workplace pension provider for inclusion in the Clerk's contract.**

Cllr Burleigh proposed LGPS; Cllr Goodman seconded. All agreed.

**25-162 To agree to spend £3,407.81 on repairing the roundabout at the recreation ground playpark.**

It was proposed by Cllr Burleigh to spend £1,030.03 to repair just the roundabout and to defer the resurfacing work until the inspection report has been received. Seconded by Cllr Goodman.

**25-163 To consider a request for funding from the Beds & Herts Emergency Critical Care Scheme Charity.**

A donation of up to £300 to match the contribution to the air ambulance charity was proposed by Cllr Burleigh. Seconded by Cllr Topliff.

**25-164 To set a date for the next Community Action Day and agree on its format.**

Cllr Goodman proposed 2-4 pm on Sunday 12 April. Seconded by Cllr Burleigh. The format will be agreed on at a later date. The Clerk is to book the new pavilion from 1:30 until 4:30 pm.

**25-165 To discuss the ongoing maintenance of Blacksmith's Pond.**

Cllr Burleigh expressed her thanks to the volunteers who helped to clear the pond. Cllr Goodman expressed particular thanks to Darren Simmons for using his trailer to help transport the waste. Another session will be needed to work on the roots. The dogwood on the island also needs to be reduced a bit. If the water level is low enough, money will need to be put aside for removing the goldfish and for micro chalking to help with the oxygenation of the water.

**25-166 To receive reports on the following:**

**25-167 Parish Paths Partnership (P3).**

nothing to report

**25-168 S106 Projects**

nothing to report

**25-169 Village Environment.**

Cllr Burleigh expressed her thanks to all the volunteers who spent time tidying up the War Memorial in preparation for Remembrance Day.

PPC will write to NHDC again about the overflowing bin outside of the shop. Cllr Goodman wondered if a QR code could be provided for the dog-waste bins as the telephone number is now invalid. She is to liaise with services. Cllr Strong will also look into this.

**25-170 Bury Trust**

Cllr Goodman reported that 94 people attended the talk by Kris Lockyear on 11 November about his and his colleagues' findings after various archaeological field studies of the Bury. Volunteers have been strimming around the bench and cutting the vegetation on Toot Hill in preparation for raking. The raking party took over 4 attempts to completely rake the tops and sides of Toot Hill, such was the amount of vegetation this year due to the wet weather earlier on in the season and later in September.

The Bury hedge is to be cut on 24 or 25 November.

**25-171 Village Hall.**

nothing to report

**25-172 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. Consider the renewal of the Village Greens contract for grass cutting
- b. Signing of the Clerk's contract
- c. Approving and Signing of licence between PPC and PSSC
- d.
- e.
- f.

**Meeting closed at 21:40**

Date of Next Meeting: **Thursday 11 December 2025 at Pirton Village Hall at 7.45 pm.**

**Appendices**

Appendix A – Monthly Finance Statement

Appendix B – New Pavilion Working Group Report

## Appendix A - Monthly Finance Statement

**Pirton Parish Council**

	<b>Bank Reconciliation at 31/10/2025</b>		
	Cash in Hand 01/04/2025		182,414.66
	<b>ADD</b> Receipts 01/04/2025 - 31/10/2025		946,491.59
			1,108,906.25
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/10/2025		563,251.80
<b>A</b>	<b>Cash in Hand 31/10/2025</b> (per Cash Book)		<b>545,654.45</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	0.00	
	Pirton Parish Council Unity Trust 31/10/2025	545,654.45	<b>545,654.45</b>
	Less unpresented payments		
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>545,654.45</b>
	<b>A = B Checks out OK</b>		

## Payments

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
129 Newsletter	13/11/2025		Pirton Parish Council	Simon Maple PIRDI	Newsletter Printing	Form IT	Z	416.00		416.00
130 Room Hire	13/11/2025		Pirton Parish Council		Room Hire	Village Hall	Z	21.25		21.25
132 Sports Pavilion	13/11/2025		Pirton Parish Council		New Pavilion Construction	RLP Surveyors	S	900.00	180.00	1,080.00
133 Street Cleaner	13/11/2025		Pirton Parish Council		Street Cleaning	Tony Smart	Z	303.25		303.25
134 Sports Pavilion	13/11/2025		Pirton Parish Council	NW/07	New Pavilion Construction	Parrott Construction	S	99,041.14	19,808.23	118,849.37
135 The Royal British Legion	04/11/2025		Pirton Parish Council		Remembrance Wreath	The Royal British Legion	Z	40.00		40.00
136 Sports Pavilion	13/11/2025		Pirton Parish Council		New Pavilion Construction	Fairhurst	S	750.00	150.00	900.00
137 Sports Pavilion	13/11/2025		Pirton Parish Council		New Pavilion Construction	Simon Knight Architects	S	975.00	195.00	1,170.00
138 Salary	13/11/2025		Pirton Parish Council		Salary	Melisa Janine Budd Clerk	Z	809.88		809.88
139 Room (Office Expenses)	13/11/2025		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	30.00		30.00
140 Telephone	13/11/2025		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	20.00		20.00
141 Postage & Mileage	13/11/2025		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	9.90		9.90
142 Tax	13/11/2025		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	202.60		202.60
143 Employer's NI	13/11/2025		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	89.32		89.32
144 Water	19/11/2025		Pirton Parish Council		Allotments Water	Castle Water	Z	14.80		14.80
145 Village Greens	13/11/2025		Pirton Parish Council		Village Greens Grass	Andrew Burton	Z	320.00		320.00
146 Grass Cutting Rec	13/11/2025		Pirton Parish Council		Rec Grass Cutting	A&B Gardening	S	375.00	75.00	450.00
							Total	104,318.14	20,408.23	124,726.37

## Receipts

### RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
84 Sports Pavilion	10/10/2025		Pirton Parish Council		Football Foundation Pavilion Gr	Football Foundation	Z	26,630.00		26,630.00
85 Sports Pavilion	16/10/2025		Pirton Parish Council		NHDC Section 106 Funds	North Herts District Council	Z	71,689.49		71,689.49
86 VAT Reclaimed	17/10/2025		Pirton Parish Council		VAT Reclaim	HMRC VAT	Z	8,043.51		8,043.51
87 Sports Pavilion	20/10/2025		Pirton Parish Council		PWLB payment	Public Works Loan Board	Z	199,930.00		199,930.00
88 Tennis Club	20/10/2025		Pirton Parish Council		Tennis Club Rental	Pirton Tennis Club	Z	1,663.97		1,663.97
89 Sports Pavilion	03/11/2025		Pirton Parish Council	PAV FUND L SEXTI	Donation	Simon Maple	Z	100.00		100.00
90 New Pavilion PWLB/Donors	07/11/2025		Pirton Parish Council		Fundraising New Pavilion	Kathleen Lane	Z	100.00		100.00
91 New Pavilion PWLB/Donors	10/11/2025		Pirton Parish Council	opera new pavilion	Fundraising New Pavilion	Vanessa Cole	Z	500.00		500.00
92 New Pavilion PWLB/Donors	10/11/2025		Pirton Parish Council	opera new pavilion	Fundraising New Pavilion	Vanessa Cole	Z	20.00		20.00
93 New Pavilion PWLB/Donors	11/11/2025		Pirton Parish Council		Fundraising New Pavilion	Simon Maple	Z	10.00		10.00
94 New Pavilion PWLB/Donors	12/11/2025		Pirton Parish Council		Fundraising New Pavilion	LF + KD Davies	Z	110.00		110.00
							Total	308,796.97		308,796.97

### Appendix B - New Pavilion Working Group Report

#### New Pavilion Working Group report to PPC 13<sup>th</sup> November 2025

1. The Working Group has met formally 45 times to date.

##### **Construction**

2. The pavilion is now watertight, and the schedule is still reported as 10 weeks behind the original schedule.
3. The current completion date is 24<sup>th</sup> February 2026.
4. There were some issues with ordering/fitment of windows and doors. The 3 doors on the south side had a gap above them which is being resolved by dropping the lintels. The kitchen hatch was installed as a standard widow, but this will be changed to the hatch with windows opening back against the external wall to allow serving.
5. The first fix electrical works are in progress, as is plumbing and installation of ducting and air handling equipment, and hot water cylinders.
6. The Klargestore waste water plant has been installed (in a large hole in the car park).
7. Some asbestos material was found under the car park, and this has been safely removed.

8. The rainwater attenuation tank has been dug and lined, and stone filling is under way.

#### **Costs and funding**

9. There is still a need to raise c£13k more funding to cover the works associated with the kitchen and bar.
10. Peter Cole had organised a music evening which raised £520, and £100 has been received for a "brick".
11. PSSC ran a very successful fireworks event.
12. 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.
13. A copy of the latest view on cashflow is attached. The overall cashflow forecast is now positive going forward.
14. We have received the second £200k drawdown (minus £70 admin charge) of the £400k PWLB loan.
15. 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%. The 2<sup>nd</sup> tranche is at 6.26% interest with the first payment on 20<sup>th</sup> April 2026 of £7,394.65. Repayments will therefore be £14,828.04 each half year. This will exceed our £29k pa budget by £656.08 pa.
16. The remaining Section 106 draw-down of £71.7k has been paid, with thanks to NHDC. This has helped to make the forecast cash flow positive going forward.
17. The VAT reclaim for September was paid. There had been some earlier duplication and claims for items that are not applicable for reclaim, and a repayment should be made. A claim for October now needs to be submitted.
18. The Football Foundation grant drawdown of £26.6k was received and £34.95k has been requested for October.
19. There will be a number of draws on the contingency. An additional cost of c£10k was submitted for electrical changes. This will be challenged. Some of these costs relate to the kitchen and bar, and this is likely to be covered by PSSC payments. There was an additional cost for the asbestos removal of c£1.7k. There are a number of other contingency costs.
20. This month's cost report has not yet been received so the overall position is not yet known.
21. 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**

22. An agreement is now required between PPC and PSSC for the day-to-day management of the new pavilion.
23. This will need to be in place before operations commence.
24. A meeting was held between some PPC Councilors and the proposals will be shared with the full Council for agreement before sending to PSSC for their approval. A further legal check may be required.

#### **Risks**

25. Inflation remains a risk, but this is hopefully reducing as we proceed through the build. We are currently at about 44% of the build cost.
26. There are always existential risks around severe weather, accidents, fire, damage, company bankruptcy etc.

#### **Football Foundation commitments**

27. 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. The big gap is teenage girls football.
28. A precis list of commitments/conditions has been produced, and will be managed going forward.

#### **Communications**

29. Donor visits are arranged for 16<sup>th</sup> November from 12-3.30pm. Parrotts are supporting this. Councilors will be very welcome to attend.

30. The PPC is requested to:

- a. NOTE the contents of this update.
- b. PREPARE a revised draft license for day to day management.
- c. PROVIDE any comments or direction on the matters contained in this update.

Simon Maple