

Pirton Parish Council



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

www.pirtonparishcouncil.org.uk

Present:

Cllr D Burleigh(Chair), Cllr S Maple, Cllr N Rowe, Cllr N Topliff

In attendance:

Mr Edward Roberts (Parish Clerk)

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**24-197    To receive and accept apologies for absence.**

Apologies for absence had been received and accepted from Cllrs Goodman, Parkin and Rogers.

**24-198    Public Participation**

One member of the public attended, along with District Cllr C Strong. Raised from the floor was the matter of safety when litter picking. Pickers wearing Pirton Parish Council hi-viz vests had been observed on Hitchin Road where vehicles were passing at speed. The concern was that with their backs to the traffic, there was no one keeping a lookout for passing cars or commercial vehicles. While not wishing to discourage activities such as litter picking, safety should be borne in mind at all times. The activity was not one organised by the Parish Council, but the vests had been provided several years ago for similar organised operations.

District Cllr Strong highlighted some current activities of North Herts Council including the provision of new parking machines, problems with the tank pumps at St Mary's in Hitchin leading to low water levels, the forthcoming budget meeting and elections in May.

**24-199    To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

Declarations of interest were received and recorded from Cllr Burleigh as a member of Wild About Pirton, Cllr Burleigh as a member of the Wrights Farm Working Group and Cllr Maple as a member of the PSSC.

**24-200    To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 9 January 2025 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 9 January 2025, be approved as a true and accurate record of the proceedings and be duly signed.

**24-201    To confirm and sign the Minutes of the Parish Council Extraordinary Meeting held on Thursday 16 January 2025 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Extraordinary Meeting held on 16 January 2025, be approved as a true and accurate record of the proceedings and be duly signed.

**24-202 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 January 2025: Unity Trust Account £146,935.16
- b. It was **RESOLVED** that payments totalling £4660.43 as detailed on the monthly Finance Statement (Appendix A) be made.

**24-203 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.

The Clerk reported that the grant from North Herts Council towards the new pavilion had been received into the bank in advance of the start of construction and that the precept request for £68,000 had been submitted and acknowledged. He had reported the light at the Recreation Ground again and received the response that it had already been recorded as a fault. He also reported the dire state of the Pirton sign on Hitchin Road. This had been acknowledged, but was noted as not a priority for repair at this time.

A grant of £150 had been received from County Cllr D Barnard's Locality Fund and would be put towards the new bench proposed for Hambridge Way.

**24-204 To determine the necessary actions and timeframe required to recruit a replacement Clerk.**

Cllr Burleigh, along with Cllr Rogers, had reviewed the job description and person specification and drafted the necessary documents. It was agreed that the vacancy should be advertised through HAPTC. Cllr Burleigh would contact them.

**24-205 To receive the New Pavilion Working Group report.**

Cllr Maple had circulated the report (Appendix C). The Football Foundation had approved a grant of £481,802. The agreement had now to be signed to accept it. It is expected that the contractor will take possession of the site on 17 March. A ground breaking ceremony has been confirmed for 5pm on 12 March. Cllr Burleigh is to make enquires regarding professional input for the management agreement between the Parish Council and the Sports & Social Club.

**24-206 To agree to accept the Football Foundation grant of £481,802 along with their associated conditions.**

Cllr Burleigh commented on the need to accept the conditions, committing not only the current Council, but successor Councils. Proposed by Cllr Maple and seconded by Cllr Topliff, that the Council accept the Football Foundation grant and associated conditions. **AGREED** by all present.

**24-207 To grant authority for the signing of the new pavilion construction contract with Parrott Construction Limited.**

Proposed by Cllr Burleigh and seconded by Cllr Rowe, that a Letter of Intent be sent to the contractor. A draft had previously been circulated by Cllr Maple and the letter of intent would be sent via the QS. The Clerk would action. **AGREED** by all present.

**24-208 To approve funding for the remaining QS activities during construction in the sum of £13505.00.**

Proposed by Cllr Maple and seconded by Cllr Rowe, that a letter be sent to the QS to authorise the Stages 5 & 6 works in accordance with his figures above. The Clerk would action. **AGREED** by all present.

**24-209 To approve funding for the Stage 5 & 6 architect's and engineer's costs for the new pavilion construction.**

Proposed by Cllr Burleigh and seconded by Cllr Maple, that funding in the sum of £27,204.00 be approved for the architect's and engineer's costs for Stages 5 & 6 in line with their previous figures. **AGREED** by all present.

**24-210 Planning.**

- a. To consider Planning Applications (as in Appendix A). Nil
- b. To receive an update on West Lane Farm. Cllr Rowe had received a response to his previous correspondence. There were a number of points which he needed to take up with the planners.
- c. To receive an update on Wright's Farm. Cllr Burleigh had submitted a Freedom of Information request asking for planning costs to date and loss of earnings from the empty site.

**24-211 To receive an update on Pirton road safety issues, including speed limits.**

County and District Cllr Barnard had received an update, reproduced below.

"Given the extent of rainwater flooding seen previously on West Lane, which residents and the Parish Council raised with HCC, we decided to put the 20mph works in Pirton on hold until drainage investigation works are carried out.

We are arranging to undertake a drainage survey by the end of April – we expect that will lead to some remedial works to the underground drainage infrastructure.

We have agreed internally that, when the road closures are in place for the 20mph works, we would be able to undertake the necessary maintenance on the drainage infrastructure at the same time."

**24-212 To receive an update from the Communications Working Group.**

Cllr Goodman noted that there was nothing to report. She would liaise with Cllr Maple to update the new pavilion portion of the website.

**24-213 To consider the quotes received from Setter for play area maintenance and repairs, following the annual North Herts inspection reports and agree any necessary expenditure.**

The Clerk ran through the quote which addressed the main areas highlighted in the inspection reports. Proposed by Cllr Rowe and seconded by Cllr Maple, that the quote as received should be approved and the necessary works implemented. **AGREED** by all present. The Clerk would contact Setter.

**24-214 To agree to the provision and placement of No Parking signs at Little Green.**

Cllr Burleigh had considered this item and thought that at the present time the Council should not spend the money. No vote was therefore taken. A further problem at Little Green was that of overgrown hedges forcing pedestrians to walk on the saturated grass and make it even muddier. Cllr Maple agreed to speak to the householders.

**24-215 To agree a date to conduct maintenance work on the benches around the village.**

Cllr Rowe opined that work should take place no earlier than May. It was agreed to circulate dates nearer the time.

**24-216 To receive an update for repairs to the railings and posts at Blacksmiths Pond.**

With the constant flooding and poor weather there was nothing to report on this item.

**24-217 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Nil, although Cllr Burleigh did raise the issue of a large hole in Wood Lane. Cllr Rowe would carry out an inspection.
- b. S106 Projects. Nil

c. Village Environment. Cllr Goodman had circulated her report. Some work had been done in clearing tree growth in the Walnut Tree Road ditches and further clearance would be carried out by a working party on the 15<sup>th</sup> of this month. The quoted cost for digger work on the ditch was £430 + VAT. Proposed by Cllr Burleigh and seconded by Cllr Maple, that this sum be allocated for ditch clearance. **AGREED** by all present. Cllr Goodman would coordinate.

Cllr Burleigh reported on work done at 2 West Lane where hedges and trees had been removed, a drive and large parking area had been constructed. A drop curb had not yet been put in. Highways were aware of this work and it was currently in the hands of enforcement.

d. Bury Trust. Cllr Goodman had circulated her report. Areas covered were finance and repairs, potential grants and aspects relating to the management plan.

e. Village Hall. Nil

f. Play Areas. Nil, but see item 24-213.

**24-218    To suggest items for the next meeting of the Parish Council to be held on Thursday 13 March 2025 at Pirton Village Hall at 7.45pm.**

a. The next newsletter

**Meeting Closed: 9.20 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 31/01/2025

|                                   |            |  |            |                   |
|-----------------------------------|------------|--|------------|-------------------|
| Cash in Hand 01/04/2024           |            |  |            | 79,496.56         |
| <b>ADD</b>                        |            |  |            |                   |
| Receipts 01/04/2024 - 31/01/2025  |            |  |            | 160,871.86        |
|                                   |            |  |            | 240,368.42        |
| <b>SUBTRACT</b>                   |            |  |            |                   |
| Payments 01/04/2024 - 31/01/2025  |            |  |            | 93,433.26         |
| <b>A Cash in Hand 31/01/2025</b>  |            |  |            | <b>146,935.16</b> |
| (per Cash Book)                   |            |  |            |                   |
| Cash in hand per Bank Statements  |            |  |            |                   |
| Petty Cash                        | 31/01/2025 |  | 0.00       |                   |
| Pirton Parish Council Unity Trust | 31/01/2025 |  | 146,935.16 |                   |
|                                   |            |  |            | <b>146,935.16</b> |
| Less unrepresented payments       |            |  |            |                   |
|                                   |            |  |            | 146,935.16        |
| Plus unrepresented receipts       |            |  |            |                   |
| <b>B Adjusted Bank Balance</b>    |            |  |            | <b>146,935.16</b> |
| <b>A = B Checks out OK</b>        |            |  |            |                   |

## Payments

| Code                   | Date       | Supplier                    |                        |   |                 |                 |
|------------------------|------------|-----------------------------|------------------------|---|-----------------|-----------------|
| Water                  | 22/01/2025 | Allotments Water            | Castle Water           | Z | 7.14            | 7.14            |
| Bank Charges           | 31/01/2025 | Bank Charges                | Unity Trust Bank       | Z | 6.00            | 6.00            |
| Salary                 | 13/02/2025 | Salary                      | Edward Roberts (Clerk) | Z | 722.28          | 722.28          |
| Tax                    | 13/02/2025 | Tax & Employers NI          | HMRC Clerk's Tax       | Z | 180.60          | 180.60          |
| Employer's NI          | 13/02/2025 | Tax & Employers NI          | HMRC Clerk's Tax       | Z | 19.99           | 19.99           |
| Room (Office Expenses) | 13/02/2025 | Expenses                    | Edward Roberts (Clerk) | Z | 30.00           | 30.00           |
| Telephone              | 13/02/2025 | Expenses                    | Edward Roberts (Clerk) | Z | 20.00           | 20.00           |
| Postage & Mileage      | 13/02/2025 | Expenses                    | Edward Roberts (Clerk) | Z | 16.20           | 16.20           |
| Room Hire              | 13/02/2025 | Room Hire                   | Village Hall           | Z | 42.50           | 42.50           |
| Website/IT             | 13/02/2025 | Clerk's Anti-virus software | Edward Roberts (Clerk) | S | 108.32          | 21.67           |
| Website/IT             | 13/02/2025 | Accounts Software Licence   | Starboard Systems      | S | 468.00          | 93.60           |
| Street Cleaner         | 13/02/2025 | Street Cleaning             | Tony Smart             | Z | 299.49          | 299.49          |
| Sports Pavilion        | 13/02/2025 | Q S Fees                    | RLP Surveyors          | S | 2,187.20        | 437.44          |
| <b>Total</b>           |            |                             |                        |   | <b>4,107.72</b> | <b>552.71</b>   |
|                        |            |                             |                        |   |                 | <b>4,660.43</b> |

## Receipts

| Code                   | Date       | Receipt No |                                      |   |           |           |
|------------------------|------------|------------|--------------------------------------|---|-----------|-----------|
| New Pavilion Donations | 17/01/2025 | Donation   | Pirton Sports and Social Club (PSSC) | Z | 19,750.00 | 19,750.00 |
| New Pavilion Donations | 22/01/2025 | Donation   | S & A Goodman                        | Z | 300.00    | 300.00    |
| New Pavilion Donations | 22/01/2025 | Donation   | Penelope Picken                      | Z | 101.00    | 101.00    |
| New Pavilion Donations | 22/01/2025 | Donation   | G & D Burleigh                       | Z | 500.00    | 500.00    |
| New Pavilion Donations | 22/01/2025 | Donation   | Susan Trost                          | Z | 400.00    | 400.00    |
| New Pavilion Donations | 22/01/2025 | Donation   | FL & MSC Wiseman                     | Z | 100.00    | 100.00    |
| New Pavilion Donations | 23/01/2025 | Donation   | R J Marshall                         | Z | 100.00    | 100.00    |
| New Pavilion Donations | 23/01/2025 | Donation   | WG & LJ Low                          | Z | 50.00     | 50.00     |
| New Pavilion Donations | 23/01/2025 | Donation   | P F Hewitt                           | Z | 150.00    | 150.00    |
| New Pavilion Donations | 23/01/2025 | Donation   | Marilyn Parkin                       | Z | 200.00    | 200.00    |
| New Pavilion Donations | 23/01/2025 | Donation   | M C Beswick                          | Z | 1,000.00  | 1,000.00  |
| New Pavilion Donations | 23/01/2025 | Donation   | M J Dawson                           | Z | 100.00    | 100.00    |
| New Pavilion Donations | 23/01/2025 | Donation   | K Muldoon                            | Z | 110.00    | 110.00    |
| New Pavilion Donations | 23/01/2025 | Donation   | T & G Smith                          | Z | 500.00    | 500.00    |

PIRTON PARISH COUNCIL

MINUTES: 13 February 2025

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

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

|                        |            |          |                                     |   |                  |                  |
|------------------------|------------|----------|-------------------------------------|---|------------------|------------------|
| New Pavilion Donations | 23/01/2025 | Donation | S & M Douglas                       | Z | 150.00           | 150.00           |
| New Pavilion Donations | 23/01/2025 | Donation | Nick Rowe                           | Z | 100.00           | 100.00           |
| New Pavilion Donations | 23/01/2025 | Donation | Kate Barclay                        | Z | 250.00           | 250.00           |
| New Pavilion Donations | 23/01/2025 | Donation | J & E Sheppard                      | Z | 101.00           | 101.00           |
| New Pavilion Donations | 23/01/2025 | Donation | T I Sadler                          | Z | 100.00           | 100.00           |
| New Pavilion Donations | 23/01/2025 | Donation | Keith Hawkins                       | Z | 100.00           | 100.00           |
| New Pavilion Donations | 23/01/2025 | Donation | William Testa                       | Z | 200.00           | 200.00           |
| New Pavilion Donations | 23/01/2025 | Donation | P Waters                            | Z | 100.00           | 100.00           |
| New Pavilion Donations | 23/01/2025 | Donation | Stephen Wood                        | Z | 125.00           | 125.00           |
| New Pavilion Donations | 23/01/2025 | Donation | R Herbert                           | Z | 100.00           | 100.00           |
| New Pavilion Donations | 28/01/2025 | Donation | A E Prynn                           | Z | 105.00           | 105.00           |
| NHDC Pavilion Grant    | 30/01/2025 | Grant    | North Herts District Council (NHDC) | Z | 42,767.00        | 42,767.00        |
| New Pavilion Donations | 31/01/2025 | Donation | Manjit Moore                        | Z | 2,000.00         | 2,000.00         |
| New Pavilion Donations | 31/01/2025 | Donation | T C Dye                             | Z | 1,000.00         | 1,000.00         |
| New Pavilion Donations | 03/02/2025 | Donation | Alison Smither                      | Z | 150.00           | 150.00           |
| New Pavilion Donations | 05/02/2025 | Donation | Parker & Stretton                   | Z | 100.00           | 100.00           |
| New Pavilion Donations | 10/02/2025 | Donation | J Wiseman                           | Z | 101.00           | 101.00           |
|                        |            |          |                                     |   | <b>70,910.00</b> | <b>70,910.00</b> |



## Appendix B – Planning Applications

|   | Reference | Detail |
|---|-----------|--------|
| i | Nil       |        |

## Planning Decisions (for information only)

|     | Reference            | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i   | <b>24/02826/LDCP</b> | <p>7 Cromwell Way, Pirton</p> <p><i>Part garage conversion</i></p> <p>Certificate of Lawful Development issued 27 January 2025</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| ii  | <b>24/02828/FPH</b>  | <p>7 Cromwell Way, Pirton</p> <p><i>Single storey rear extension</i></p> <p>Permission granted 4 February 2025</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| iii | <b>23/02838/FP</b>   | <p>Wrights Farm, Shillington Road, Pirton</p> <p><i>Erection of 2 x 3-bed dwellings with detached single garages, 2 x 2-bed bungalows and conversion of Listed Barn into 1 x 4-bed dwelling with triple detached garage following demolition of existing farm buildings with associated hard surfacing and landscaping</i></p> <p>13 January 2025<br/>The application has been withdrawn from the Planning Control Committee Agenda to allow further consultation and additional information to be submitted by the applicant and will therefore not be discussed at this meeting (16 January). The application will be reported to a future meeting of the Planning Control Committee.</p> |
| iv  | <b>24/00708/LBC</b>  | <p>Wrights Farm, Shillington Road, Pirton</p> <p><i>Two storey extension and internal and external alterations to existing agricultural barn to facilitate conversion into one 4-bed dwelling.</i></p> <p>13 January 2025<br/>The application has been withdrawn from the Planning Control Committee Agenda to allow further consultation and additional information to be submitted by the applicant and will therefore not be discussed at this meeting (16 January). The application will be reported to a future meeting of the Planning Control Committee.</p>                                                                                                                         |

## Appendix C - New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 13 February 2025**

1. The Working Group has met formally 36 times to date.

**Football Foundation grant application**

2. On 16 th January the FF confirmed that we have been successful with our application for a grant of £481,802.
3. A recent requirement is that we commence work before the end of this financial year.
4. Acceptance of the grant is an agenda item for the PPC meeting.

**Contracting for construction**

5. A meeting was held with the contractor, QS and Architect on 10 th February.
6. We still don't have all of the information for VE items so it is proposed that the contract will list the items and decisions will be made later on which to apply to reduce the cost.
7. A performance Bond is being included.
8. It will be possible to remove Phase 2 from the contract (demolition, some external works, room partition etc) should it be necessary for financial reasons, without affecting the phase 1 costs.
9. In order to proceed, it is proposed that the PPC sign a letter of intent on Friday 14 th February, allowing the 4-week mobilization period to commence.
10. It is expected that the contract will then be able to be signed about 2 weeks later.

**Costs and funding**

11. There is still a need to raise more funds to cover potentially deferred items, but we will have a year to do this.
12. There have been some cost increases (QS, storage) but Architects and Engineers costs have been held. There is an additional role that our Architect has agreed to take on. This is a new legal requirement to have a Principal Designer for Building controls. The cost for this is £1500. Separate agenda items for PPC are to authorise the costs for the QS and Architect/engineers for the remainder of the project.
13. There will also be a 2.5% construction cost retention which will be payable at the end of the 12-month defect liability period.
14. We now have confirmation that we will be able to obtain S106 money ahead of construction completion, based on submission of invoices. Thank you to Claire Strong for helping to expedite this.
15. NHDC have now paid a total of £45k of the £50k grant which is very helpful.
16. 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.
17. Most of the pledges have been paid (thank you to all who have done that). There are 9 that haven't been to date, 3 of which have been discussed with the donors and the expectation is that they will be paid over the next few months. The remaining 6 will be chased up.

**Management Arrangements**

18. An agreement is now required between PPC and PSSC for the day-to-day management of the new pavilion.
19. This will need to be in place before operations commence.

**Storage**

20. The storage building has been demolished in readiness for construction to commence.

**Schedule**

21. Parrotts will issue a detailed construction programme shortly (and detailed cash flow) but based on the letter of intent on 14 th Feb, and their programme submitted with the tender, the switch from old to new pavilion will be around mid-December. Phase 2 works including demolition will then complete around the end of January/mid Feb. Christmas of course now comes into the schedule.  
22. A kick off meeting is scheduled for 4 th March.

**Risks**

23. Key risks are now seen as ground conditions, inflation and there is a risk around our management after the Parish Clerk retires. A new clerk will take time to settle into the role without the work associated with the new pavilion project. We will need somebody to get up to speed with the project very rapidly to avoid cash flow issues in particular. There is also the risk that there may be a gap, or an interim before a new Clerk is in post.

**Communications**

24. We propose a ground breaking on the 12 th March at 5pm, followed by drinks in the bar (subject to Parrott's availability). Invitees to include the MP, FF, NHDC, HCC, RANDs, PCC, PSSC, Football club and other clubs, and donors, as well as the rest of the village.  
25. The web site needs to be updated, and it is proposed that we use social media to advertise the project start and ground breaking.  
26. Under the terms of the FF grant there are obligations that we need to meet regarding publicity.  
27. The Spring newsletter can be used to provide an update.  
  
28. 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. CONFIRM that a ground breaking ceremony on 12th March is acceptable.

Simon Maple