

Pirton Parish Council



Minutes of Pirton Parish Council Meeting held electronically by Zoom on 11 February 2021 at 7.45 pm

Present:

Cllr J Rogers (Chair), Cllr D Burleigh, Cllr T Gammell, Cllr A Goodman, Cllr S Maple, Cllr M Parkin, Cllr N Rowe

In attendance:

Mr Edward Roberts (Parish Clerk)

~~~~~

### **20-175 To receive and accept apologies for absence.**

Apologies were received from Cllrs David Barnard and Claire Strong, attending a North Hertfordshire District Council meeting.

### **20-176 Public Participation**

Two members of the public registered and attended. The main topic raised was that of the "village" website and how the Parish Council might take this forward in the future. This related particularly to the Pirton Directory and to the dissemination of relevant planning applications. The Parish Council wished to record their thanks to Mr Jonty Wild for his sterling work across all aspects of community work within and for the village and wished him well for the future.

### **20-177 To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

Cllr Gammell recorded a declaration of interest in the planning amendment to be considered at item 20-184a.

### **20-178 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 14 January 2021 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 14 January 2021, be approved as a true and accurate record of the proceedings and be duly signed.

### **20-179 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 January 2021: Unity Trust Account £54,862.08
- b. It was **RESOLVED** that payments totalling £4322.06, as detailed on the monthly Finance Statement (Appendix A) be made.

### **20-180 To receive the Clerk's report.**

The Clerk reported that he had received preliminary documentation from IAC Audit regarding this year's internal audit. A quote had been received from Setter Play for repairs to the play area at Coleman's Close and would be considered as item 20-186. Grants had been applied for and received from Cllr Barnard's Locality Fund. £500 towards the Recreation Ground play area and £100 towards litter picking equipment, which had now been purchased by the Clerk.

The invoice had been received for the Great Green bus shelter refurbishment and this would eventually be reimbursed with S106 money from NHDC.

A letter had been sent to Ringway and HCC regarding the poor quality of the surfacing works done in High Street and West Lane. These were to be investigated and remedial works carried out.

The Clerk had been copied in to an email chain on the subject of S106 monies for building work at Pirton School. Approval for the expenditure was sought from Cllr Barnard and this had been granted. There were no details of the sums involved.

Emails had also been received from two residents in Hitchin Road regarding speeding traffic. The Parish Council continued to press for a lower limit and was investigating speed control measures, hampered somewhat by decisions taken by HCC.

**20-181 To receive the RecDev Working Group report and updates on "George's Half-pipe".**

Cllr Maple went through the report –Appendix C. Work had started on the play area on schedule on the 8<sup>th</sup> February, despite the weather. Updates had been placed on Facebook. Cllr Gammell asked if any headway had been made on costings for "George's Half-Pipe". Cllr Maple reported that there was currently no progress and the original brief to the Working Group had been to look at locations, which had been done.

**20-182 To approve the move of £4000.00 into the New Pavilion project pot, as discussed at the Budget Meeting held in November 2020.**

Proposed by Cllr Rogers, seconded by Cllr Gammell and **APPROVED** by all present.

**20-183 To discuss the proposal by Blakeney Homes for a permanent diversion of Pirton Footpath 05.**

Cllr Burleigh had now received a reply from Footpaths & Highways giving details of the application and proposals. There is no time limit and the application is in a queue with a number of other applications ahead of it. There will be no action for the time being, but the Parish Council will keep an eye on it and act as necessary when the application comes up for consideration.

**20-184 Planning.**

- a. To consider Planning Applications (see Appendix B). Cllr Gammell left the meeting for the consideration of Item i, an amendment for 11 Royal Oak Lane, Pirton. Following discussions, it was agreed that responses for all three listed applications would be drafted by Cllrs Burleigh and Rowe.
- b. To receive an update on the Local Plan. Cllr Parkin reported that the last two meetings had taken place without incident. There was little to add.
- c. To receive an update on Cala Homes. Cllr Rogers had made several abortive attempts to speak to the site manager on the subject of the proposed dog waste bin to be sited at the development but would keep trying.
- d. To receive an update on Spitfire Homes. There was nothing to report from Cllr Maple.
- e. To receive an update on Blakeney Homes. There was nothing further to report.
- f. To consider the situation with regard to Wright's Farm. Cllr Rowe reported that he had received nothing further. He proposed to recirculate his draft to HCC and send it out following any comments. Cllr Parkin suggested a tree survey of the site. This was supported by councillors, with Cllr Goodman suggesting that a photographic record be taken.

**20-185 To discuss the proposed 20mh speed limit.**

Cllr Gammell had decided to hand over his role and briefly reiterated the current situation. Cllr Burleigh would try to find an appropriate officer at the council to speak to in an attempt to move Pirton up any priority list. Cllr Parkin would research other villages that had managed to get a 20mph limit and see who they spoke to. Cllr Goodman emphasised the environmental advantages of a lower speed limit.

**20-186 To approve the quote from Setter Play for repair works to the Middle Green play area in the sum of £550.**

Proposed by Cllr Rogers, seconded by Cllr Maple and **APPROVED** by all present.

**20-187 To approve the final draft of a licence between Pirton Parish Council and Pirton Sports and Social Club.**

Cllr Maple confirmed that this was on hold pending the resolution of the VAT issue.

**20-188 To adopt the Terms of Reference for an Arboreal Working Group.**

Proposed by Cllr Burleigh, seconded by Cllr Maple, and **AGREED** by all present.

**20-189 To adopt the Terms of Reference for a Communications Working Group**

Proposed by Cllr Gammell, seconded by Cllr Burleigh, and **AGREED** by all present.

**20-190 To receive an update on the replacement of the interpretation board at Blacksmith's Pond.**

Cllr Gammell reported that he was still waiting to hear from CRow..

**20-191 To discuss the provision of the new bus stop and a village survey to ascertain transport needs.**

Cllr Parkin had started to look at a survey of transport needs as the last one had been done some years back for the Local Plan and the village had changed in the interim. Cllr Burleigh agreed to contribute to this work. Cllr Parkin would ask Daniel Washington at NHDC what they needed to know to inform their work.

**20-192 To discuss the future of the Youth Council monies held in Project Pots, in light of the decision not to go ahead with the renovation work at the Methodist Chapel hall.**

Cllr Burleigh would contact the relevant individuals concerned and report back at the next meeting.

**20-193 To receive reports on the following:**

- a. Parish Paths Partnership (P3). Cllr Rowe was still waiting for a reply regarding the missing posts on Shillington Road. He now had an incident number for the report. Cllr Gammell wondered if there was anything the Parish Council could do to improve the path from Spitfire down to The Baulk. Cllr Rogers offered to write to the CEO of Spitfire as it was to their advantage to improve the condition of the path.
- b. S106 Projects. Nil.
- c. Village Environment. Cllr Burleigh updated the Council on her correspondence regarding the Highways damage to the Heritage Verge on Hitchin Road. She was now waiting for further information.. She had submitted a FoI request to Historic England regarding the tree planting at Rectory Manor, but so far had only received copies of the emails from the Parish Council. Historic England are still looking for further correspondence. On Blacksmith's Pond and the flooding at the Recreation Ground, Cllr Gammell had received some definitive information from a resident, who the Parish Council would like to thank for his efforts. Cllr Rogers offered to speak to the Groundsman with regard to unblocking the culvert at the Recreation Ground as it appeared not have been done yet.
- d. Bury Trust. There is a meeting of the Trustees on 18 February 2021.

e. Village Hall. No change

**20-194    To suggest items for the next meeting of the Parish Council to be held on Thursday, 11 March 2021 at Pirton Village Hall at 7.45pm, or electronically as advised.**

Cllr Rowe reminded the Council that the committee and working group document still required updating.

**Meeting Closed: 10.07 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDevWG Report

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

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

## Appendix A – Monthly Finance Statement

**Pirton Parish Council Financial Statement****Payments**

| <b>Code</b>            | <b>Date</b> | <b>Description</b>        | <b>Supplier</b>                      | <b>Net</b>      | <b>VAT</b>    | <b>Total</b>    |
|------------------------|-------------|---------------------------|--------------------------------------|-----------------|---------------|-----------------|
| Dog Bins               | 11/02/2021  | Dog Waste Bins Emptying   | North Herts District Council (NHDC)  | 1,430.13        | 286.03        | 1,716.16        |
| Website/IT             | 11/02/2021  | Accounts Software Licence | Starboard Systems                    | 288.00          | 57.60         | 345.60          |
| Neighbourhood Plan     | 11/02/2021  | Website Hosting           | Jonty Wild                           | 107.99          | 0.00          | 107.99          |
| Salary                 | 11/02/2021  | Salary                    | Edward Roberts (Clerk)               | 547.20          | 0.00          | 547.20          |
| Room (Office Expenses) | 11/02/2021  | Expenses                  | Edward Roberts (Clerk)               | 30.00           | 0.00          | 30.00           |
| Telephone              | 11/02/2021  | Expenses                  | Edward Roberts (Clerk)               | 20.00           | 0.00          | 20.00           |
| Stationery             | 11/02/2021  | Expenses                  | Edward Roberts (Clerk)               | 19.99           | 0.00          | 19.99           |
| Postage & Mileage      | 11/02/2021  | Expenses                  | Edward Roberts (Clerk)               | 25.20           | 0.00          | 25.20           |
| Tax                    | 11/02/2021  | Tax & Employers NI        | HMRC Clerk's Tax                     | 136.80          | 0.00          | 136.80          |
| Newsletter             | 11/02/2021  | Newsletter Printing       | Form IT                              | 373.00          | 0.00          | 373.00          |
| General Maintenance    | 11/02/2021  | Bus Shelter Refurb        | My Chicken Ltd                       | 620.00          | 0.00          | 620.00          |
| Street Cleaner         | 11/02/2021  | Street Cleaning           | Tony Smart                           | 174.25          | 0.00          | 174.25          |
| General Maintenance    | 11/02/2021  | Litter picking kit        | Edward Roberts (Clerk)               | 119.21          | 0.00          | 119.21          |
| Street Cleaner         | 11/02/2021  | Bin Rental                | Pirton Sports and Social Club (PSSC) | 86.66           | 0.00          | 86.66           |
| <b>Total</b>           |             |                           |                                      | <b>3,978.43</b> | <b>343.63</b> | <b>4,322.06</b> |

**Income**

| <b>Code</b>  | <b>Date</b> | <b>Description</b> | <b>Supplier</b>                    | <b>Net</b>    | <b>VAT</b>  | <b>Total</b>  |
|--------------|-------------|--------------------|------------------------------------|---------------|-------------|---------------|
| Grants       | 26/01/2021  | Grant              | Hertfordshire County Council (HCC) | 500.00        | 0.00        | 500.00        |
| Grants       | 29/01/2021  | Grant              | Hertfordshire County Council (HCC) | 100.00        | 0.00        | 100.00        |
| <b>Total</b> |             |                    |                                    | <b>600.00</b> | <b>0.00</b> | <b>600.00</b> |

## Pirton Parish Council

### Bank Reconciliation at 31/01/2021

|          |                                   |            |                  |
|----------|-----------------------------------|------------|------------------|
|          | Cash in Hand 01/04/2020           |            | 57,722.73        |
|          | <b>ADD</b>                        |            |                  |
|          | Receipts 01/04/2020 - 31/01/2021  |            | 43,884.29        |
|          |                                   |            | 101,607.02       |
|          | <b>SUBTRACT</b>                   |            |                  |
|          | Payments 01/04/2020 - 31/01/2021  |            | 46,744.94        |
| <b>A</b> | <b>Cash in Hand 31/01/2021</b>    |            | <b>54,862.08</b> |
|          | (per Cash Book)                   |            |                  |
|          | Cash in hand per Bank Statements  |            |                  |
|          | Petty Cash                        | 31/01/2021 | 0.00             |
|          | Pirton Parish Council Unity Trust | 31/01/2021 | 54,862.08        |
|          |                                   |            | <b>54,862.08</b> |
|          | Less unrepresented payments       |            | 0.00             |
|          |                                   |            | 54,862.08        |
|          | Plus unrepresented receipts       |            | 0.00             |
| <b>B</b> | <b>Adjusted Bank Balance</b>      |            | <b>54,862.08</b> |
|          | <b>A = B Checks out OK</b>        |            |                  |

## Appendix B – Planning Applications

| Reference           | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i      21/00101/S73 | <p><b>11 Royal Oak Lane, Pirton</b></p> <p><i>Erection of one 3-bed dwelling; partial demolition and reconfiguration of existing dwelling to facilitate new vehicular access and driveway to serve detached 3-bed dwelling in rear garden and closing of existing access. Section 73 application variation of Condition 5 of Planning permission 20/01151/FP granted 21.07.2020 to amend access arrangements.</i></p> <p>Comments to Andrew Hunter by 11 February 2021 (extended to 15<sup>th</sup>)</p> <p><b>The Parish Council had made no comments on this matter originally and this would remain as their position.</b></p>          |
| ii     20/02835/FP  | <p><b>Land rear of: 17 Walnut Tree Road, Pirton</b></p> <p><i>Erection of eight dwellings comprising of two 4-bed and six 3-bed dwellings with associated garaging and landscaping including creation of new vehicular access off Walnut Tree Road (as amended on 26.02.21)</i></p> <p>Comments to Tom Rea within 16 days from 26 January 2021</p> <p><b>While the Parish Council was pleased that notice had been taken of their previous comments, they considered that the 3-bedroom properties were still too high and that overall this should have been treated as a fresh application. Cllr Burleigh would contact Tom Rea.</b></p> |
| iii    21/00221/FPH | <p><b>24 Cromwell Way, Pirton</b></p> <p><i>First floor rear extension and insertion of two first floor window to west-facing flank elevation.</i></p> <p>Comments to Ben Glover by 24 February 2021</p> <p><b>While parking was not an issue and the garden was large enough to take this extension, the Parish Council felt that the impact on the neighbour might be a factor.</b></p>                                                                                                                                                                                                                                                  |

## Planning Decisions (for information only)

| Reference           | Detail                                                                                                                                                                                  |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i      20/03010/FPH | <p><b>14 Danefield Road, Pirton</b></p> <p><i>Two storey rear extension following demolition of existing single storey rear extension</i></p> <p>Permission granted 1 February 2021</p> |



## Appendix C - RecDevWG Report

**RecDev Working Group report to PPC 11 February 2021**

1. The Working Group has met formally 18 times to date. The group has two key activities:
  - a. To develop proposals for a revamped playground area
  - b. To develop proposals for a new pavilion

**Playground area**

2. Work was expected to start on the 8<sup>th</sup> February subject to the weather.
3. The playground will be closed while the works take place. This should be for 2 weeks - again, subject to the weather.
4. Communications have been sent out to the village via Facebook to advise on the works, and the closure.
5. David Barnard has provided a £500 grant towards the works.
6. The Rands foundation are considering whether they may be able to provide a grant towards the works. They will consider this at a meeting on 23<sup>rd</sup> February.
7. It is suggested that any grants received be used to reduce the call on the S106 money that is for both play areas and the new pavilion.

**New pavilion**

8. Thanks to the PPC increasing its contribution to £7k, contributions have been identified totaling the required £15k for the first tranche of work.
9. However, a number of these contributions are dependent on confirmation that VAT will not be paid out of these funds, and currently it is not clear how this can be achieved.
10. The PPC have requested advice on this from an accountant who is an expert in this field.
11. An order was placed with Charlotte Fausset by the PPC Clerk for the Concept design work.
12. Once the Concept design work is completed, and approved by the PPC, and subject to how to proceed regarding VAT, two key activities can commence:
  - Communications of the proposal to the community
  - Fund raising can commence
13. Initial communications via the PPC Newsletter in January asking Villagers for their thoughts on the PPC taking out a loan as part of the funding have not resulted in much feedback.
14. 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.

Simon Maple