

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 9 March 2026 at 7.45 pm**

www.pirtonparishcouncil.gov.uk

Present:

Cllr A Goodman, Cllr S Maple, Cllr Rogers, Cllr Rowe, Cllr Topliff, District Cllr Strong

In attendance:

Dr Janine Budd (Parish Clerk)

25-254 To receive and accept apologies for absence.

Apologies for absence had been received from Cllr Burleigh.

25-255 Public participation.

No members of the public attended.

25-256 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.

25-257 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 12 February 2026 as a true and accurate record.

It was **RESOLVED** that minutes of the Council Meeting held on 12 February 2026 be approved as a true and accurate record of the proceedings and be duly signed. Proposed by Cllr Goodman; seconded by Cllr Rogers.

25-258 To receive the Net Position Statement, Bank Reconciliation and Financial Summary, and to approve accounts for payment.

- a. Bank account as of 9 March 2026 is £265,081.34
- b. It was **RESOLVED** that payments totalling £239,613.48 as detailed on the monthly finance statement (Appendix A) be made.

The Clerk drew attention to the previously circulated bank reconciliation and net position statements. There was a discussion about the timing of payment of the most recent bill from Parrott to ensure that the payment is made after the Football Foundation grant of £65,844.00 had been received (probably 13/3/26). It was **AGREED** that this payment be made in two instalments once the FF grant had cleared in the bank account. Proposed by Cllr Maple; seconded by Cllr Rogers. The Clerk is to contact cllrs to authorise this payment in two separate payments of £150,000.00 and £73,894.43.

25-259 To receive the Clerk's report.

The Clerk reported that the second interim audit had taken place that morning. The precept notification for 2026/2027 had been received from NHDC stating that the precept amount was £67,584.00 plus £785.91 of CTRS grant, £68,369.91 in total.

The Clerk stated that the application for a gov.uk domain name for the Parish Council website and email addresses was being processed. It was expected to take a couple of weeks to be finalised.

A resident of Burge End Lane raised the issue of sewage overspill into the Washbrook, which many consider to be a chalk stream. It was agreed to discuss this as an agenda item in the April meeting.

As nominators for the Asset of Community Value, the Parish Council had received notification about the Motte and Bailey being for sale. Cllr Rogers said that the landlords and the Punch Taverns area manager were not aware of the sale. District Cllr Strong is to ask Reuben Ayavoo from NHDC for further details about what initiated the letter.

25-260 To receive the New Pavilion Working Group report and Cash Flow projection

Cllr Maple had not circulated a written report because the NPWG meeting had not yet taken place.

The handover of the new pavilion to PPC and then to PSSC to operate had taken place on 24 February. The pre-occupation fire safety review had taken place. The internal fire doors did not have smoke seals, but they have now been fitted. There was a suggestion that there be push pads fitted to the external doors, although building control had approved the existing doors with thumb-turn screw locks. Cllr Maple is to forward copy of report to councillors.

Demolition of the clubhouse is due to start soon. Landscaping will be required in the future after the demolition because of the difference in ground levels. Disabled access from the disabled parking spaces is tricky because of the slope and the gravel. This matter requires further investigation and could mean that the disabled parking spaces are moved to another location.

PSSC have requested that two flagpoles be erected outside of the pavilion. To do so would require planning permission submitted by PPC. Cllr Rowe asked about the cost of this. Cllr Rogers said that flagpoles are not a priority at this time.

Donations are continuing to be received. The project is £1.4k short of target. Three more bills are expected: 75k in April, 36k in May 2026, and 30k next May. Cllr Maple is to submit about another £11,500 from invoices that are not Parrott invoices to the Football Foundation.

A representative of the Football Foundation will be coming to a meeting on 31 March to discuss the two-star accreditation. PSSC is hopeful of getting this in September, in time for the new season. The building control and electrical sign off (after demolition) need to be forwarded to the Football Foundation. Signage with the FF logo and the name, Pirton Community Pavilion is required. The "bricks" mock-up is filling up. A sign for the Steve Smith Lounge is required, as are signs for acknowledging major donors, a photo of the old pavilion and the plaque from there.

The formal opening is scheduled for 3 April. There will be a ribbon-cutting ceremony and speeches, probably by PPC Chairman Cllr Jill Rogers and by PSSC Chairman Steve Smith.

<p>Signed: _____</p> <p>Dated: _____</p>
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The most recent Fairhurst invoice is to be checked on Thursday at NPWG meeting, so it is not on the banking system for authorisation yet.

25-261 Planning

a) To receive an update on the Gladman development.

Another consultation is being worked on, so the planning committee has been postponed.

b) To receive an update on the Blakeney development.

District Cllr Strong raised concerns about the access to the recreation ground and wondered, if the Blakeney and Walnut Tree Road developments go ahead, if this is an opportunity to improve access and introduce a proper new access to the recreation ground that is not one-way. She suggested that the developer and landowner get together with an architect. Cllr Rogers said that the Parish Council currently has unrestricted access for vehicles and pedestrians in perpetuity on the existing access and would need to ensure that the same was maintained for any other access. The possibility of a one-way system was also suggested. Cllr Rogers said that residents would appreciate a better access road. Cllr Goodman wondered how this approach could be made to the developers. District Cllr Strong said that she could approach the Planning Officers to suggest that they get together with the developers to look at the bigger picture of both developments. There is no date for the planning committee yet; it might be one of the June meetings.

25-262 To consider Planning Applications (as in Appendix A).

- i. **25/03243/LBC** 2 Crab Tree Lane, Pirton, Hitchin, Hertfordshire, SG5 3QE
PPC has no objections to this planning application. Clerk is to email Planning Control.

25-263 To receive an update on Pirton road safety issues, including speed limits

Nothing to report.

25-264 To receive an update on the issue of flooding in Pirton

Cllr Goodman is arranging a meeting with the new Highways contacts. Cllr Maple is to forward the email from Alastair Strathern confirming that HCC is responsible for the ditch on Walnut Tree Road so that this does not have to be established again.

25-265 To receive an update from the Communications Working Group

Cllr Goodman had circulated her report. The new estimated committee meeting date for the "Gladman's 2" proposal was posted on PPC, Pirton Finest and Holwell Facebook pages, and sent out to the email list gathered by attendees at the summer Planning Development meeting. Bumps and Babes has been taken off the Pirton.org website, the monthly calendar of events page has been tidied up and the March Parish Magazine events page has been posted. Cllr Goodman has printed posters to display about the Pirton Spring Clean event and has posted the event on the PPC website. The event will also be advertised in the March and April editions of the Parish Magazine. Cllr Goodman wanted to express her thanks to Viv Tyler for all of her help with the Pirton.org website and for her dedicated work as editor of the Parish Magazine, now that she is stepping down.

25-266 To agree that the asset register is up to date.

The internal auditor had given the Clerk and Cllr Maple advice on how to value the new pavilion for the asset register. Cllr Maple is to calculate the cost of the pavilion based on invoices, not the re-build value. The Clerk is to add the war memorial equipment and printer (net of cost), and to check that the Bosch sander and litter pickers are included. The Clerk is to tidy up the document and to look into the digital asset register on Scribe. This will be an agenda item for the April meeting, as it should be possible to remove the

clubhouse after demolition by then.

25-267 To discuss the future structure of The Bury Trust to ensure that it can still function, given the low recruitment of Parish Councillors.

Cllr Goodman had circulated a report detailing the Deed of Variation. She wondered if, going forward, there should still be a requirement for three parish councillors. If, in a worst-case scenario, there was no PPC after the May 2027 elections, there still needs to be a Bury Trust to manage the Bury. Cllr Rowe suggested that there could be reserved matters where PPC can decide on certain issues, or that weighted voting might be a solution. The day-to-day management could then be left to the Bury Trust. Cllr Rowe is to draft something on the Trust Deed, perhaps with just one representative, for future approval.

25-268 To agree a communication from the Chairman to encourage the recruitment of new councillors to the Parish Council.

Cllr Rogers circulated her communication. Some suggestions were made. Cllr Rogers is to make the suggested changes, re-circulate the communication and submit it to the Parish magazine. It will also be published in the Parish Council newsletter. A shorter version will be posted on social media.

25-269 To agree the Parish Council's response to the Draft National Planning Policy Framework (NPPF) 2025 consultation.

Cllr Burleigh had circulated the response. Cllr Maple suggested some minor changes. The Clerk is to submit the document to The Planning Consultation Team at The Ministry of Housing, Communities and Local Government, and copy the email to MP Alastair Strathern. Proposed by Cllr Rogers; seconded by Cllr Rowe. ALL AGREED.

25-270 To follow up on some recommendations in the annual playground inspection reports from NHDC.

The Clerk reminded cllrs about the repairs recommended for the see-saw and the surfacing around the roundabout at the recreation ground play area. Clerk is to enquire of Setter Play whether patches of worn surfacing around the roundabout and see-saw could be repaired rather than replaced. Clerk to ask Setter Play to provide a quote for replacing the fixings on the see-saw and to carry out the necessary repairs for the cable runway.

25-271 To discuss the possibility of having a skatepark in the village.

The Clerk had circulated emails received from two younger village residents suggesting that a skatepark be built in the village. Steve Smith, Chairman of PSSC, had said that the site of the old clubhouse is earmarked for parking and that there is not room for a skatepark at the recreation ground. Cllr Rogers said that this sort of provision for older children should be a priority for the use of S106 money if new developments go ahead, as the village already has playparks. In the meantime, cllrs would consider other sites that might be suitable for a skatepark. The Clerk is to ask the young people if they would like to produce a design and present it to PPC.

25-272 To discuss the lack of communal parking facilities on Bunyan Close.

The Clerk had circulated an email received from a resident of Bunyan Close expressing concerns about the lack of communal parking and the difficulty that emergency vehicles have in navigating this street. Cllrs agree with the difficulty of parking although it is legal to park on road. PPC sympathises with the resident's concerns, but they don't have powers to limit parking. PPC has no jurisdiction over the public highway. When the development was built, there wasn't the expectation of there being so many cars.

25-273 To discuss possible improvements to the Baulk footpath.

Cllr Maple had forwarded an email from a resident describing how difficult it is for

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pushchairs and mobility scooters to be used on this footpath. Cllr Rowe is to write to Highways to put this footpath on the list for areas that need improving.

25-274 To receive an update on obtaining a tree survey for trees that the Parish Council has responsibility for.

The Clerk is to provide the names of the three tree surveyors and a list of areas to be surveyed to Cllr Rogers to approach for quotes. Cllr Goodman felt that some of the lower branches on the beech trees at Chipping Green could be removed.

25-275 To discuss the viability of a community orchard on the site near the Coleman's Close play area.

Cllr Goodman said that she would prefer trees not to be cut down, if possible. The site has field maples and some fruit trees, but there is probably insufficient light for trees to grow well. She felt that the area also provided a green space for ball games. This field is to be included in the tree survey for possible improvements.

25-276 To discuss a change of address of Pirton Parish Council to that of the new pavilion.

Cllr Burleigh had been informed by HAPTC that the Clerk's address should not be used as the Parish Council address. Cllr Maple said that the pavilion had a postbox, although sometimes post is delivered in error to neighbouring properties. The Clerk said that very little post arrives for the Parish Council. The change of address was proposed by Cllr Rogers and seconded by Cllr Topliff.

25-277 To discuss the replacement of a waste bin at the recreation ground.

The street cleaner had informed the Clerk that the bin near the covered seating at the recreation ground is difficult to empty because the thread has gone. The PSSC is to sign a new waste-recycling contract soon. Cllrs felt that it would be good to provide recycling bins as the existing bins need replacing, although these are considerably more expensive. Cllr Maple suggested that a bin for bottles and cans, and a general waste bin would be most suitable for that site. This issue is to be discussed further once the PSSC has signed its new waste-collection contract.

25-278 To agree a date for a community meeting to discuss the Pirton Neighbourhood Plan.

A date of Thursday 21 May at 7:30 pm was agreed for the Annual Parish Meeting (which is a short meeting of around 15 minutes) and for a community meeting to discuss the Pirton Neighbourhood Plan. The Clerk is to book PSSC for this meeting.

25-279 To receive reports on the following:

25-280 Parish Paths Partnership (P3)

Cllr Rowe is to follow up on the Baulk footpath.

25-281 S106 Projects

nothing to report

25-282 Village Environment

The Pirton Spring Clean event is scheduled for 12 April. Cllrs are to let Cllr Goodman know of their availability to help.

25-283 Bury Trust

Cllr Goodman had circulated the report. Fencing repairs have been carried out. Darren Simmons strimmed Toot Hill as well as the extra encroaching scrub at the North East side on 24 February. He also cut down saplings in the North East side area and the wood from this has been used to create a dead hedge along the Vicarage Nature reserve, helping give shelter to more local wildlife. The Bury Trust would like to thank the volunteers who helped rake the Toot on 1 March. The cattle could come to the Bury from 1 April. The leak

in the water trough will be repaired before then and the water will be switched back on. Cleaning and oiling the bench and cleaning and painting the information board at the bottom of Toot Hill will take place during the Spring Clean event.

25-284 Village Hall

The village hall has a shortage of funds and Cllr Rowe has asked District Cllr Strong about available sources of funding. Cllr Rowe is to attend the Village Hall Committee meeting on 10 March.

25-285 To suggest items for the next Meeting of the Parish Council to be held on Thursday 9 April 2026 at Pirton Village Hall at 7.45 pm

- a. To finalise the updated asset register
- b. To assess the council's position with regard to Assertion 10 and formulate an action plan
- c. To finalise plans for the Pirton Spring Clean event
- d. To agree contributions and arrangements for the newsletter
- e. To discuss Cllr Rowe's amendments to the Bury Trust Deed of Variation
- f. To discuss the purchase of a Parish Council laptop and phone for use by the Clerk

Meeting closed at 22:12

Date of Next Meeting: **Thursday 9 April 2026 at Pirton Village Hall at 7.45 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix A – Monthly Finance Statement

Pirton Parish Council

	Bank Reconciliation at 28/02/2026		
	Cash in Hand 01/04/2025		162,414.66
	ADD		
	Receipts 01/04/2025 - 28/02/2026		1,275,915.44
			1,438,330.10
	SUBTRACT		
	Payments 01/04/2025 - 28/02/2026		1,187,537.76
A	Cash in Hand 28/02/2026 (per Cash Book)		250,792.34
	Cash in hand per Bank Statements		
	Petty Cash	28/02/2026	0.00
	Pirton Parish Council Unity Trust	28/02/2026	250,792.34
			250,792.34
	Less unrepresented payments		
			250,792.34
	Plus unrepresented receipts		
B	Adjusted Bank Balance		250,792.34
	A = B Checks out OK		

Signed: _____
Dated: _____

Payments

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
203	Community Day	09/03/2026		Pirton Parish Council		Room Hire	Pirton Sports and Social Cl	S	37.80	7.56	45.36
204	Room Hire	09/03/2026		Pirton Parish Council		Room Hire	Village Hall	Z	21.25		21.25
205	Sports Pavilion	09/03/2026		Pirton Parish Council		New Pavilion Construction	Simon Knight Architects	S	975.00	195.00	1,170.00
206	PWLB Loan Repayment	30/03/2026		Pirton Parish Council	PIRTON	PWLB loan repayment	PWLB lending facility	Z	7,433.39		7,433.39
207	Sports Pavilion	09/03/2026		Pirton Parish Council		New Pavilion Construction	RLP Surveyors	S	900.00	180.00	1,080.00
208	Street Cleaner	09/03/2026		Pirton Parish Council		Street Cleaning	Tony Smart	Z	244.20		244.20
209	Salary	09/03/2026		Pirton Parish Council		Salary	Melisa Janine Budd Clerk	Z	796.32		796.32
210	Room (Office Expenses)	09/03/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	30.00		30.00
211	Telephone	09/03/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	20.00		20.00
212	Stationery	09/03/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	S	32.28	6.46	38.74
213	Postage & Mileage	09/03/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	13.60		13.60
214	Employer's NI	09/03/2026		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	60.85		60.85
215	Clerk Pension Contribution	20/03/2026		Pirton Parish Council		Pension Contribution	NEST Pension Scheme	Z	26.32		26.32
216	Employers' Pension Contributio	20/03/2026		Pirton Parish Council		Pension Contribution	NEST Pension Scheme	Z	98.72		98.72
217	Sports Pavilion	09/03/2026		Pirton Parish Council		New Pavilion Construction	Parrott Construction	S	186,578.69	37,315.74	223,894.43
218	Sports Pavilion	09/03/2026		Pirton Parish Council		New Pavilion Engineering	Wooster Jeffs Associates	S	3,300.00	660.00	3,960.00
219	Water	19/03/2026		Pirton Parish Council		Allotments Water	Castle Water	Z	8.30		8.30
220	Website/IT	09/03/2026	12/02/26 ref 25-237	Pirton Parish Council	QU-4325 - PPC25-	gov.uk domain name registrati	TEEC	S	35.00	7.00	42.00
221	Sports Pavilion	09/03/2026		Pirton Parish Council	HON/Fee	New Pavilion Engineering	Fairhurst	S	525.00	105.00	630.00
Total									201,136.72	38,476.76	239,613.48

Receipts

Pirton Parish Council RECEIPTS LIST

09 March 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
115	VAT Reclaimed	13/02/2026		Pirton Parish Council		VAT Reclaim	HMRC VAT	R		33,962.81	33,962.81
116	Sports Pavilion	16/02/2026		Pirton Parish Council		Donation	Paul Shadbolt	Z	200.00		200.00
117	Sports Pavilion	16/02/2026		Pirton Parish Council		Donation	Nicholas Sheridan	Z	200.00		200.00
118	Sports Pavilion	17/02/2026		Pirton Parish Council	Pavilion Donation	Donation	Melisa Budd	Z	100.00		100.00
119	Sports Pavilion	17/02/2026		Pirton Parish Council	R&PTaylor/brickdon	Donation	Patricia Taylor	Z	100.00		100.00
120	Sports Pavilion	18/02/2026		Pirton Parish Council		Donation	D Wallace	Z	150.00		150.00
121	Sports Pavilion	20/02/2026		Pirton Parish Council		Football Foundation Pavilion Gr	Football Foundation	Z	41,699.00		41,699.00
122	Sports Pavilion	23/02/2026		Pirton Parish Council		Donation	Big Box Company SE	Z	3,000.00		3,000.00
123	Sports Pavilion	23/02/2026		Pirton Parish Council		Donation	Pirton Colts	Z	1,000.00		1,000.00
124	Sports Pavilion	25/02/2026		Pirton Parish Council		Donation	A&D Batchelor	Z	100.00		100.00
125	Sports Pavilion	27/02/2026		Pirton Parish Council		Donation	Pirton Cricket Club	Z	1,000.00		1,000.00
126	Sports Pavilion	27/02/2026		Pirton Parish Council		Donation	D Walmsley	Z	100.00		100.00
127	Sports Pavilion	02/03/2026		Pirton Parish Council		Donation	Elizabeth Daly	Z	100.00		100.00
128	Sports Pavilion	02/03/2026		Pirton Parish Council		Donation	A Smither	Z	150.00		150.00
129	Sports Pavilion	02/03/2026		Pirton Parish Council		Donation	NJ Tonge	Z	100.00		100.00
130	Sports Pavilion	02/03/2026		Pirton Parish Council		Donation	E&C Poole	Z	120.00		120.00
131	Sports Pavilion	04/03/2026		Pirton Parish Council	Brick	Donation	Village IT & Technology Se	Z	100.00		100.00
132	Sports Pavilion	05/03/2026		Pirton Parish Council		Donation	R & C Pipe	Z	100.00		100.00
133	Sports Pavilion	06/03/2026		Pirton Parish Council		Football Foundation Pavilion Gr	Football Foundation	Z	11,769.00		11,769.00
134	Sports Pavilion	06/03/2026		Pirton Parish Council	NEWPAVILIONFUN	Donation	Lexi Con Ser Ltd	Z	300.00		300.00
135	Sports Pavilion	06/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	Ryan H Roberts	Z	500.00		500.00
136	Sports Pavilion	06/03/2026		Pirton Parish Council	NEW PAVILION FU	Donation	E + J Turner	Z	100.00		100.00
137	Sports Pavilion	06/03/2026		Pirton Parish Council	Hockley - Brick	Donation	P I Hockley	Z	100.00		100.00
138	Sports Pavilion	09/03/2026		Pirton Parish Council	NEW PAVILION FU	Donation	Kelly-Anne Morgan	Z	100.00		100.00
139	Sports Pavilion	09/03/2026		Pirton Parish Council	Pavilion Fund	Donation	Pirton Table Tennis Club	Z	150.00		150.00
140	Sports Pavilion	09/03/2026		Pirton Parish Council	ALICE AND AUBRE	Donation	A M Batchelor	Z	100.00		100.00
141	Sports Pavilion	09/03/2026		Pirton Parish Council	COOKNew Pav Fur	Donation	PE & KE Cooke	Z	400.00		400.00
Total									61,838.00	33,962.81	95,800.81

PIRTON PARISH COUNCIL

MINUTES: 9 March 2026

Signed: _____

Dated: _____

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