

Pirton Parish Council



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

www.pirtonparishcouncil.gov.uk

Present:

Cllr Burleigh, Cllr Maple, Cllr Rogers, Cllr Rowe, Cllr Topliff

In attendance:

Dr Janine Budd (Parish Clerk)

26-66 To receive and accept apologies for absence.

Apologies for absence had been received and accepted from District Cllr Strong and County Cllr Barnard.

26-67 Public participation.

Two members of the public attended.

26-68 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.

26-69 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 11 June 2026 as a true and accurate record.

It was **RESOLVED** that the minutes of the Council Meeting held on 11 June 2026 be approved as a true and accurate record of the proceedings and be duly signed. Proposed by Cllr Burleigh; seconded by Cllr Maple. ALL AGREED.

26-70 To receive the Net Position Statement, Bank Reconciliation and Financial Summary, and to approve accounts for payment.

- a. Bank account as of 9 July 2026 is £154,700.24
- b. It was **RESOLVED** that payments totalling £54,533.26 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.

26-71 To receive the Clerk's report.

The Clerk reported that the AGAR documents had been submitted to PKF Littlejohn and posted on the noticeboard and website. PKF had informed the Clerk that the Parish Council would be subject to an intermediate review because of the increased spending on the Pavilion. The Clerk had provided them with information about the independence of the internal auditor and the decision behind not restating last year's figures following the

PIRTON PARISH COUNCIL

MINUTES: 9 July 2026

Signed: _____

Dated: _____

except for matters on last year's AGAR report.

The Clerk reported that a resident had sent a message about children building dens in various parts of the village, including the scheduled monument next to Spitfire Homes. The Parish Council does not want to discourage children from playing outside, but digging into the ground in the scheduled monument is not legal. Cllr Burleigh and her husband will take a look at this den when the weather is cooler. The Parish Council will continue to monitor the situation. As long as there is no digging, the Parish Council is not concerned about children building dens. Cllr Rogers is to reply to the resident.

26-72 To receive the Pirton Pavilion Working Group report and Cash Flow projection

Cllr Maple provided a verbal report and draft cash flow projection.

The final account was agreed and signed off at the last meeting; the last payment, apart from 2%, has been authorised.

There are still some issues to be resolved, such as the shower drainage, disabled parking and boot-cleaning facilities.

Parrotts is to do remedial work on the turf.

The Football Foundation won't release the final 5% of the grant until the two disabled parking spaces are completed.

Signage and the bricks are to be completed.

The final completion certificate has been received.

Cllr Rowe asked about the doors to pavilion as there is a discrepancy between the building inspector's findings and the fire-safety recommendations. The door seals are not too much of a problem, but the door furniture is an issue. Mr Bassnett reported that, according to British Standards for fire safety, the doors must be openable by unfamiliar guests to the building with a single movement. PSSC is currently using a management work around. Cllr Rogers expressed her concerns about a member of PSSC management having responsibility for remembering to operate the doors and would like to look into this issue further. Mr Bassnett is happy to advise further and can get copies of the British Standards.

26-73 Planning

a) To receive an update on the Gladman development.

Cllr Burleigh reported that additional documents have appeared on the portal. There are two S106 reports from Sport England; there is a Transport submission wanting S106 money for a club car – this involves a parking space for a car for people to rent or share; the HCC Leisure Officer has put forward a proposal for funding for the Hitchin swimming pool. A member of the public asked if there was a date for the planning committee meeting as he was under the impression that it had to be completed by end of July. Cllr Burleigh said that requests for the submission of additional documents can mean that dates are extended.

b) To receive an update on the Blakeney development.

Cllr Burleigh said that the planning committee date for this application is 14 August. No new documents have been submitted. The Parish Council is to write to Planning Control again about drainage, flooding, and noise (from the sports' facilities). The water authority would like to see a proposal about pumping into the water course, but this hasn't been provided to date. The Clerk is to send the updated letter to Planning Control.

26-74 To consider Planning Applications (as in Appendix A).

i. 26/01438/FPH 28 Royal Oak Lane, Pirton, Hitchin, Hertfordshire, SG5 3QT

Cllr Rowe said that this application involves an extension at the back of the bungalow, joining onto the garage. He thinks that the garden is a sufficient size at the back. The

Parish Council is not likely to object, but will seek clarity on whether the front extension will have another bedroom. If the house is to become four-bedroomed, it will need three car parking spaces. The Parish Council will also request that the car parking spaces be brought closer to the road and that there is some screening of the car parking spaces. The neighbours do not have any objections to this proposal. The Clerk is to send the final letter to Planning Control.

ii. 26/01541/FPH 25 West Lane, Pirton, Hitchin, Hertfordshire, SG5 3RA

Cllr Rowe said the Parish Council has no objection to the addition of a porch structure, but there is a concern that metal framed casement windows are not in keeping with rest of houses in the street or in nearby Davis Crescent, which have white uPVC windows. Cllr Rowe was unsure if this street is part of the conservation area or not. The Parish Council would prefer not to see aluminium frames. There would be no objection to the installation of white uPVC frames. The Clerk is to send the final letter to Planning Control.

26-75 To consider Planning Applications received since publication of the Agenda

There were no additional applications to consider.

26-76 To agree to include the issue of access to the recreation ground via Cotman End in further comments regarding the Blakeney development to NHDC planning control.

At the Extraordinary Meeting held earlier in the week, the Parish Council agreed to ask the residents of Cotman End via letter what they felt about their private unadopted road being used for access to the recreation ground. Cllr Rogers has drafted letter to seek their opinions and is to circulate this to the rest of the councillors for comment. Cllr Rogers is to ask the PSSC to quantify what traffic volume to the recreation ground would be like for different events. Cllr Rogers proposed that the Parish Council continue to look into access; seconded by Cllr Burleigh.

Cllr Burleigh said that the Parish Council has the right to ban access to pedestrians via the access road, if it was deemed necessary for safety reasons, as there is another route for pedestrians. Cllr Rogers pointed out that there has never been an accident on the access road. Cllr Burleigh again reiterated that the issue of volume is important.

Cllr Maple said that he still felt that it was worth writing to Planning Control to remind them about the concerns the Parish Council had had about access in their objection submitted in October. Cllr Burleigh is to draft this letter for the Clerk to send to Planning Control.

26-77 To finalise arrangements for the summer fair.

Cllr Burleigh has a gazebo; Councillors are to bring their own chairs. Cllr Burleigh has a sign about the Neighbourhood Plan and will bring post-it notes for people to write on what is important to them. Cllr Maple is to pick up the gazebo and set it up with Cllr Rowe's help. Timings are: 1-2 Cllr Rowe; 2-3 Cllr Rogers; 3-4 Cllr Burleigh; 4-5.30 Cllr Maple. The Clerk is to provide leaflets advertising for councillors. Cllr Maple is to provide information about the bricks for the pavilion.

26-78 To discuss the storage of Parish Council documents.

The Clerk had circulated a "Payments Awaiting Authorisation Document" that can be produced on Scribe and signed by two Cllrs. This could replace the printed invoices and pink slips as the councillors could view electronic invoices on Scribe. Cllr Rogers proposed that the Parish Council move to using this system; seconded by Cllr Burleigh. The Clerk explained that it will require a change to the financial regulations, so will need to be an Agenda item at a future meeting. The Clerk is to confirm that this method is suitable with HAPTC and the internal auditor.

The PSSC does not have spare cupboard space to store Parish Council documents and they

were concerned about the weight and fire risk of storing items in the loft space. Cllr Burleigh felt that this was still worth exploring as there are limited documents that need to be kept in their original form. Cllr Burleigh is to source plastic and fire-proof boxes for document storage. Cllr Topliff suggested digitising documents. The Clerk is to ask HAPTC about the requirements for storing digital documents (back-up and password protection etc.)

26-79 To discuss Parish Councillor vacancies and consider the co-option of additional Councillors.

The Clerk had emailed three people who had expressed an interest at the last meeting and provided them with a list of information that would be useful for the Parish Council when considering co-option. One person has returned form and expressed interest. The Clerk is to circulate the returned form and add co-option to the agenda for the next meeting.

26-80 To confirm that the Pirton Neighbourhood Plan community meeting is to be held at Pirton Pavilion on Thursday 3 September at 19:30, and to discuss plans for the evening.

The Clerk reported that the booking has been confirmed. Now that there is no longer a Parish Council meeting being held beforehand, the bar could be open throughout. The Clerk is to circulate an advert confirming that the bar will be open from 19:30 until 21:30. Cllr Rogers will give an introduction. Cllr Burleigh will talk about what was involved in devising the last Neighbourhood Plan and what is required now. She will provide feedback from the summer fair and a short questionnaire for people to answer as they come in. Cllr Burleigh will ask for volunteers to join a working group.

26-81 To agree an action plan for tree works at the recreation ground play park.

A large branch had fallen on the see-saw. Cllr Rogers had arranged for Steve Kitchiner to remove the branch. Steve thinks that the tree needs work doing to it and, as it is not an interesting tree, it could be taken out altogether. Cllr Rogers is to ask Steve Kitchiner to remove the tree at the recreation ground playpark at a time when it will not affect nesting birds. Proposed by Cllr Burleigh, seconded by Cllr Maple; ALL AGREED.

The Clerk is to pass on the contact details of possible companies able to carry out a tree survey to Cllr Rogers for her to contact. The cherry tree on Little Green could do with trimming and reshaping. The Parish Council will need to inform NHDC about work on trees.

Cllr Burleigh is to look up the boundaries for Parish Council land at Coleman's Close.

26-82 To discuss damaged and missing signs in the village.

Cllr Burleigh has had a reply from Highways to say that the missing sign and bent signs on Shillington Road are not a priority for repair. The no-parking signs have once again been removed from Chipping Green. The Private Land sign has been removed from the recreation ground. Cllr Burleigh is to write a note about the inconvenience of missing signs for posting on Facebook and the websites. Cllr Maple is to source what 3 words and emergency contact signs for the playgrounds. Cllr Rogers is to look into signs about driving carefully around the pond to protect the ducks.

26-83 To confirm arrangements for the clerk@pirtonparishcouncil.gov.uk email address while the Clerk is unable to check it.

The Clerk is to set up an out of office message that suggests contacting the Chairman in the case of an emergency.

26-84 To receive an update from the Communications Working Group.

Nothing to report.

26-85 To receive reports on the following:**26-86 Parish Paths Partnership (P3)**

Cllr Rowe has not had a response from Robert Lloyd at Highways about the Baulk footpath and the tree that could be causing subsidence at the Village Hall.

26-87 S106 Projects

Cllr Burleigh circulated a proposal by Setter Play for an upgrade to the recreation ground play area. She is to submit a proposal to the planning officers for: skate park, MUGA and extended play area at the recreation ground; improvements to the Village Hall to improve access for the Blakeney and Gladman proposals.

26-88 Village Environment

Work is to be carried out on the ditch that receives the outflow from the pond from 20th to 23rd July. Cllr Rowe said that the pond needs lots of attention – dredging, clearing of reeds, which will require three- or four-year plans. This is to be an Agenda item for next month and then be considered for use of the reserves. Amanda and Steve Goodman possibly have old paperwork relating to previous work on the pond; Cllr Burleigh is to ask them.

26-89 Bury Trust

Cllr Rowe reported that The Bury Trust is considering options for Trustees. Helen Hofton is considered a Parish Council Trustee. It is not feasible to have four Parish Council Trustees. Reducing the number could affect control. Some options that could be considered are: two Parish Council Trustees with a Parish Council member having a casting vote; or the Parish Council is hands off, but it needs to approve trustees on a yearly basis. Cllr Rowe is to put options down in writing and consider how much control the Parish Council wants to maintain. A Deed of Variation is a possibility. The Finance plan needs to be received by the Parish Council.

The Bury Trust has requested that the Parish Council takes on the cost of their insurance. Proposed by Cllr Burleigh; seconded by Cllr Rogers.

The cows have been temporarily removed from The Bury.

Stuart Alexander has strimmed the thistles.

26-90 Village Hall

Cllr Rowe had been discussing options for S106 requests with the Village Hall Committee. It was felt that an extension was too big a project. Side entrances with new doors and a ramp would make the rooms individually accessible and facilitate the hiring out of other rooms while Play Aloud is on the premises. Improvements to the tarmac surface at the front of the hall would facilitate wheelchair and mobility scooter access.

26-91 To suggest items for the next Meeting of the Parish Council to be held on Thursday 14 August 2026 at Pirton Village Hall at 7.45 pm

a. To agree a date for the Clean Up Day to tackle ivy at the allotments and overgrown hedges and verges.

b. To discuss a variation of the governance arrangement for the Bury Trust.

c. To co-opt new councillors to the Parish Council.

d. To agree a long-term plan for improvements to Blacksmith's Pond.

Meeting closed at 21:28

Date of Next Meeting: **Thursday 13 August 2026 at Pirton Village Hall at 7.45 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix A – Monthly Finance Statement

1 July 2026 (2026-2027)

Pirton Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		124,417.22
	ADD Receipts 01/04/2026 - 30/06/2026		108,223.05
			232,640.27
	SUBTRACT Payments 01/04/2026 - 30/06/2026		78,615.05
A	Cash in Hand 30/06/2026 (per Cash Book)		154,025.22
	Cash in hand per Bank Statements		
	Pirton Parish Council Unity Trust 30/06/2026	154,025.22	
			154,025.22
	Less unrepresented payments		
			154,025.22
	Plus unrepresented receipts		
B	Adjusted Bank Balance		154,025.22
	A = B Checks out OK		

Signed: _____

Dated: _____

Pirton Parish Council

Payments

Pirton Parish Council
PAYMENTS LIST

09 July 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
60	Room Hire	09/07/2026		Pirton Parish Council		Room Hire	PSSC Ltd	Z	20.00		20.00
61	Tennis Courts (MUGA)	09/07/2026	25-239	Pirton Parish Council		MUGA Cleaning	Colourworks Coatings (Sou	S	5,860.00	1,172.00	7,032.00
62	Room Hire	09/07/2026		Pirton Parish Council		Room Hire	Village Hall	Z	42.50		42.50
63	Website/IT	09/07/2026		Pirton Parish Council		Microsoft Office subscription la	Melisa Janine Budd Clerk	S	70.83	14.16	84.99
65	Groundsman	09/07/2026		Pirton Parish Council		Groundsman Duties	Steve Kitchiner	Z	910.00		910.00
66	Street Cleaner	09/07/2026		Pirton Parish Council		Street Cleaning	Tony Smart	Z	254.20		254.20
67	Grass Cutting Rec	09/07/2026		Pirton Parish Council		Rec Grass Cutting	A&B Gardening	S	375.00	75.00	450.00
68	Sports Pavilion	09/07/2026		Pirton Parish Council		New Pavilion Construction	Parrott Construction	S	34,510.37	6,902.07	41,412.44
69	Salary	09/07/2026		Pirton Parish Council	P26-069-071	Salary	Melisa Janine Budd Clerk	Z	996.19		996.19
70	Room (Office Expenses)	09/07/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	30.00		30.00
71	Telephone	09/07/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	20.00		20.00
72	Clerk Pension Contribution	16/07/2026		Pirton Parish Council	P26-072-073	Pension Contribution	NEST Pension Scheme	Z	32.93		32.93
73	Employers' Pension Contributio	09/07/2026		Pirton Parish Council		Pension Contribution	NEST Pension Scheme	Z	123.49		123.49
74	Employer's NI	09/07/2026		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	91.82		91.82
75	Village Greens	09/07/2026		Pirton Parish Council		Village Greens Grass	Andrew Burton	Z	320.00		320.00
76	Sports Pavilion	09/07/2026		Pirton Parish Council		New Pavilion quantity surveying	RLP Surveyors	S	2,250.00	450.00	2,700.00
77	Water	20/07/2026		Pirton Parish Council		Allotments Water	Castle Water	Z	12.70		12.70
Total									45,920.03	8,613.23	54,533.26

Receipts

Pirton Parish Council
RECEIPTS LIST

09 July 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
26	Donations	12/06/2026		Pirton Parish Council	New Pavilion Fund	Donation	Pirton Players	Z	100.00		100.00
27	Donations	16/06/2026		Pirton Parish Council	New Pavilion Fund	Donation	J Pearce	Z	100.00		100.00
28	Donations	07/07/2026		Pirton Parish Council	New Pavilion Fund	Donation	Timothy Burton	Z	200.00		200.00
29	VAT Reclaimed	09/07/2026		Pirton Parish Council		VAT Reclaim	HMRC VAT	R		475.02	475.02
Total									400.00	475.02	875.02

PIRTON PARISH COUNCIL

MINUTES: 9 July 2026

Signed: _____

Dated: _____

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