Pirton Parish Council

Minutes of Pirton Parish Council Meeting held in Pirton Village Hall on 8 October 2026 at 7.45 pm

www.pirtonparishcouncil.gov.uk

Present:

Cllr Bassnett, Cllr Davis, Cllr Maple, Cllr Rogers, Cllr Rowe

In attendance:

Dr Janine Budd (Parish Clerk)

26-149 **To receive and accept apologies for absence.**
Apologies had been received and accepted from Cllr Burleigh, Cllr Topliff and District Cllr Strong.

26-150 **Public participation.**
Four members of the public attended.

26-151 **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 Bassnett conducted the fire-safety report for the new Pavilion before he was a Parish Councillor. He feels that there could potentially be a conflict of interest when discussing fire-safety issues. He will therefore not vote on these issues.

26-152 **To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 10 September 2026 as a true and accurate record.**
It was **RESOLVED** that the minutes of the Council Meeting held on 10 September 2026 be approved as a true and accurate record of the proceedings and be duly signed. Proposed by Cllr Rogers; seconded by Cllr Bassnett. ALL AGREED.

26-153 **To receive the Net Position Statement, Bank Reconciliation and Financial Summary, and to approve accounts for payment.**
The Clerk drew attention to the previously circulated bank reconciliation and net position statements.

a. Bank account as of 8 October 2026 is £**139,132.03**
b. It was **RESOLVED** that payments totalling £**10,211.11** as detailed on the monthly finance statement (Appendix A) be made.

26-154 **To receive the Clerk's report.**
The Clerk reported that she had informed the Election Officer that the Parish Council elections to be held in May 2027 would likely be uncontested. The Clerk had reminded the Election Officer that no Vacancy Notice had been received when they had been informed of Cllr Goodman's resignation. The Vacancy Notice has now been received and is on display on the noticeboard.

The Pumpkin Club had informed the Parish Council that they now have the permission of

the landowner to place a bench at the bus stop opposite The Fox. The Parish Council is happy for the provision of a bench to go ahead if the landowner is.

An email had been received from NHDC about their local plan and the call for sites. Cllr Rogers is to post on Facebook about how there are no definite plans for development on these sites yet.

26-155 **To review the budget at the end of the second quarter.**

The Clerk had circulated the net position statement. Spending for most cost codes is as expected. There has been some overspend on insurance, owing to the addition of the MUGA to the policy and the increased value of the Pavilion, and on audits because of the intermediate review made necessary by the increase in spending on the Pavilion.

Cllr Rogers proposed that donations of £200 each be made to the Air Ambulance and to BHECCS; seconded by Cllr Davis.

The Clerk is to request a quote from Setter Play for improvements to the wet pour around the roundabout and see-saw at the recreation ground play area.

The Clerk is to obtain the price for a replacement bin by the football stand at the recreation ground.

26-156 **To receive the Pirton Pavilion Working Group report and Cash Flow projection**

Cllr Maple had circulated the report. The main changing room showers were not clearing the water effectively, resulting in water pooling on the floor. The sieves from the drainage unit have been removed and this seems to help with the drainage. This is a recognised problem, and the supplier has suggested alternative sieves.

The showers in the accessible and officials' changing rooms were not draining effectively, resulting in water pooling on the floor. The floor will be relaid in the accessible changing room to give a greater gradient and a shower tray will be fitted in the other changing room. The quote for pipe work and redesign of the accessible shower is approximately £6,000.00. Cllr Rogers proposed that this work proceed with funding from the contingency; seconded by Cllr Davis. ALL AGREED.

Provision of accessible parking spaces is a condition for the release of the final 5% of the grant from the Football Foundation (2.5% is being held for the final payment - £30,297.35). Two new accessible parking spaces will be provided at the changing room end of the Pavilion, and an accessible path will link the new spaces with the existing ones. Quotes have been sought from two companies, and the work is expected to cost approximately £7,500. Cllr Rogers proposed that this work go ahead, provided the cost is within the contingency; seconded by Cllr Davis. ALL AGREED. Cllr Maple is hopeful that the Football Foundation will release the final funding once the order is placed for the works.

Parrots has been carrying out some remedial work on the turf in front of the Pavilion, and it is possible that more work may be required. Parrots is carrying out this work at no additional cost as part of the Defects Liability cover.

There is a requirement for boot-cleaning facilities. A tap and soakaway drainage would cost approximately £4,300, but other options such as compressed air and brushes are being considered.

178 bricks have been sold so far. It is possible that 370 bricks could be accommodated, but it was thought that a limit of 200 could be set, and advertising be put out that the appeal for bricks will be closing soon and that we are down to the last 20 bricks. Cllr Rogers asked if there was a time frame for when the bricks will be installed, as people are asking about

them. Cllr Davis suggested advertising the bricks at bonfire night. Cllr Bassnett asked if some bricks could be put up before appeal finishes, and if there was a need for the appeal to finish. £7,500 has been allocated to the bricks and the remaining internal signs.

Maintenance contracts for water and air handling are being looked into by the PSSC.

The final account is lower than expected, providing a contingency. Positive cash flow with £1,500 surplus is anticipated in April 2027.

26-157 Planning

a) To receive an update on the Gladman development.
The Parish Council has submitted an objection. The Pirton Sports and Social Club (PSSC) has devised the "PSSC Sports and Recreation Position Statement" that they would like the Parish Council to submit in support of the objection. Cllr Rowe said that he would like to look over the document in more detail before submitting it to NHDC. Cllr Rogers proposed that submission of this document by the Parish Council be agreed in principle, subject to a review by the Planning Committee; seconded by Cllr Bassnett. ALL AGREED.

b) To receive an update on the Blakeney development.
The PSSC requested that their "PSSC Sports and Recreation Position Statement" be submitted to NHDC in relation to this application. As above.

26-158 To consider Planning Applications (as in Appendix A).

i. No applications were received before publication of the Agenda.

26-159 To consider Planning Applications received since publication of the Agenda.
i. 25/02873/FP Land On The West Side Of, Burge End Lane, Pirton, Hertfordshire, SG5 3QN
Full Planning Permission: Erection of one two-bedroom dwelling including landscaping, bin and bike storage and installation of air source heat pump, solar cells and EV charging point. Alterations to existing vehicular access to accommodate two parking spaces (as amended by plans received 5 October 2026).
Cllr Rogers proposed that a decision on this application be delegated to the Planning Committee and that the response be submitted following circulation to the other Councillors; seconded by Cllr Davis.

ii. 26/02416/FPH 9 Hitchin Road, Pirton, Hitchin, Hertfordshire, SG5 3PZ
Full-permission Householder: Part two-storey and part first-floor side extension, single-storey rear extension following demolition of existing conservatory and partial demolition of existing single-storey side extensions. Alterations to fenestration. Erection of detached garage following demolition of existing garage.
Cllr Rogers proposed that a decision on this application be delegated to the Planning Committee and that the response be submitted following circulation to the other Councillors; seconded by Cllr Maple.

26-160 To consider a request from the PSSC to submit an additional response to planning application 26/00116/FP (19 Walnut Tree Road) regarding noise and access.
Permission has now been granted for this application. The PSSC had provided a template letter and noise analysis. They would like the Parish Council to complain to NHDC that due process has not been followed and that issues such as noise and access had not been considered. They said that the section on “Impact on Neighbours” does not mention the recreation ground or the Pavilion. The PSSC would like the Parish Council to submit a response to say that the decision was made improperly. Cllr Rogers and Cllr Rowe are to review the template letter over the weekend for submission to planning control early next

week, following circulation to the other members of the Council. Proposed by Cllr Rogers; seconded by Cllr Maple. ALL AGREED. The PSSC requested a response to their letter explaining which aspects had or had not been included and the reasons for this. Cllr Rogers suggested that a meeting between the Parish Council and NHDC involving District Cllr Strong might be helpful. Cllr Rogers said that the Planning Committee would consider whether legal action is required.

26-161 **To consider the final external auditor report and decide what, if any, action is required.**
The Clerk had circulated the report to the Parish Council, and had posted the final report on the website and on the noticeboard for the required period. No action was required.

26-162 **To approve the changes to sections 6.10 and 7.4 of the Financial Regulations Policy to allow the approval of payments following a review of electronic copies of invoices.**
Proposed by Cllr Rogers; seconded by Cllr Bassnett. ALL AGREED. Approval of payments following a review of electronic invoices is to begin in November.

26-163 **To nominate an additional Councillor to be a signatory on the Unity Trust bank account.**
The Clerk had completed an online submission to become the Administrator of the Unity Trust Bank account. This form was signed by the Clerk, Cllr Rogers and Cllr Maple. The Clerk is to complete online submissions to add Cllr Topliff and Cllr Bassnett as signatories, and to remove Cllr Goodman. Proposed by Cllr Rogers; seconded by Cllr Maple. ALL AGREED.

26-164 **To discuss and progress three significant items identified in the Pavilion pre-handover fire-safety report**
Cllrs Maple and Bassnett met with the Pavilion Clerk of Works to discuss the recommendations of the fire risk assessment. Actions are in hand for a number of suggestions. Cllr Maple said that there are about 20 items that he would like to be closed out. Cllr Maple is to provide a response to the fire risk assessment for the Clerk to forward to the PSSC.

Cllr Bassnett said that door seals are important from an asset-protection point of view. Cllr Bassnett said that the doors do not present a fire-safety hazard, but the fact that they need more than one operation to open means that they do not meet safety regulations. This will be brought up when there is a fire risk assessment every other year or when there is a significant change. The operational work around is for the doors to be kept open when the building is occupied. However, the Pavilion also needs to be compliant with Martin's Law.

If the doors need to be replaced completely, this will cost approximately £12,000. Cllr Maple and Cllr Bassnett are to consider if limpet locks with an electronic release might be an alternative to replacing the doors.

Cllr Bassnett wrote to the building inspector, the architect and the building contractor to seek information about the installation of the fire doors. Cllr Bassnett is to collate the responses to the letters, formulate a response and circulate it to the Parish Council for consideration on how to proceed. He will also ask the Clerk of Works for the building inspection schedules.

26-165 **To discuss the future planning of the Council, including the appointment of a new Chairman.**
Cllr Rogers is to leave Pirton by the end of the year. The Parish Council will need to appoint a new Chair at the beginning of the next meeting.

26-166 **To agree to pay c£3,100.00 for silt removal, microchalking and goldfish removal (and rehoming) at Blacksmith's Pond.**

Wildabout Pirton had submitted a quote. Sufficient funds are available in the earmarked reserve. Cllr Rowe asked if there would be any issue with the access of cars or buses when the digger is there on 21 October. Representatives of Wildabout Pirton felt that this would not be an issue as cars are parked on the other side of the road and the digger would not be on the road. Wildabout Pirton is to carry out a leaflet drop about the work. Cllr Rogers proposed that the work go ahead; seconded by Cllr Bassnett. Approved by virtue of Power – Public Health Act 1936, s260 (1).

26-167 **To agree to purchase a wreath and provide a donation for the Royal British Legion, and to sign the cheque.**
The cost of a wreath is £23. A donation of £22 was agreed, making a total of £45.00. Proposed by Cllr Rogers; seconded by Cllr Rowe. The cheque was signed.

26-168 **To allocate responsibilities for the asset inspection.**
The Clerk circulated documents detailing the assets to be inspected by each Parish Council member.

26-169 **To set a date for the budget meeting in November.**
The date is 19 November 2026. Proposed by Cllr Rogers; seconded by Cllr Bassnett. The Clerk is to check the availability of the Pumpkin Room at 19:30.

26-170 **To receive an update on the response and insurance implications to the water leak at Pirton Pavilion.**
The Clerk reported that a technician from Richford's Fire and Flood had carried out an additional moisture survey. There is water in the under-floor insulation that will need to be removed. The Clerk is to check that the loss adjuster has received the report. Cllr Bassnett suggested checking the doors about once a month for buckling. The Clerk said that if warping or mould appears in time, the damage will still be covered by the insurance.

26-171 **To agree Committee responsibilities for the new Parish Councillors.**
Cllr Bassnett said that he is interested in joining the Planning Committee. Cllr Davis will join the Bury Trust and Cllr Maple will step down. Proposed by Cllr Rogers; seconded by Cllr Rowe. The Clerk is to notify the Bury Trust.

26-172 **To receive an update on the work carried out to remove ivy at the allotments.**
A large amount of ivy and brambles had been removed, but there is still more to be done. The Clerk is to contact A&B Gardening to ask them to quote to remove the brambles. Cllr Davis is to liaise with them once the work goes ahead. The Clerk is to contact some tenants about tidying their plot. The Clerk is to resend the tenancy agreements to plot holders.

26-173 **To receive an update from the Communications Working Group.**
Nothing to report.

26-174 **To receive reports on the following:**

26-175 **Parish Paths Partnership (P3)**
Nothing to report.

26-176 **S106 Projects**
Nothing to report.

26-177 **Village Environment**
A damaged car has been left on West Lane. Cllr Rogers is to contact the police to notify

them that it is there.

26-178 **Bury Trust**

The treasurer of the Bury Trust had submitted a report. Strimming and raking the sides of Toot Hill, cutting back the brambles and taking the vegetation away is planned.
Topping of the thistles did not seem to reduce their spread, so the Bury Trust will need to review how to tackle the increasing number of thistles to enable the Bury to have sufficient grazing.

26-179 **Village Hall**

The village hall has some more quotes for S106 requests.

26-180 **To suggest items for the next Meeting of the Parish Council to be held on Thursday 12 November 2026 at Pirton Village Hall at 7.45 pm**

a. To appoint a new Chair.
b. To return the asset inspection reports and identify priorities for replacement or repair.
c. To discuss the provision of a dog-waste bin at the Baulk.
d. To receive an update on actions previously agreed *e.g.* signs at the playgrounds; branch removal; duck-crossing signs *etc*.
e. To sign the approval forms for new bank signatories.
f. To provide an update on the Pavilion fire-risk assessment.

Meeting closed at 22:10

Date of Next Meeting: **Thursday 12 November 2026 at Pirton Village Hall at 7.45 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Pirton Pavilion Working Group Report

Appendix A – Monthly Finance Statement

2 October 2026 (2026-2027)

Pirton Parish Council

Prepared by: J Budd Clerk/RFO Date: 2/10/2026

Name and Role (Clerk/RFO etc)

Approved by: V Rogers Date: 8th October 2026

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		124,417.22
	ADD		
	Receipts 01/04/2026 - 30/09/2026		164,095.25
			288,512.47
	SUBTRACT		
	Payments 01/04/2026 - 30/09/2026		151,077.69
A	**Cash in Hand 30/09/2026** (per Cash Book)		**137,434.78**
	Cash in hand per Bank Statements		
	Pirton Parish Council Unity Trust 30/09/2026	137,434.78	
			137,434.78
	Less unpresented payments		
			137,434.78
	Plus unpresented receipts		
B	**Adjusted Bank Balance**		**137,434.78**
	A = B Checks out OK		

Payments

Pirton Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

08 October 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
111	Website/IT	08/10/2026		Pirton Parish Council		Village Website	Matt Porter Web Design	Z	184.80		184.80
112	PWLB Loan Repayment	19/10/2026		Pirton Parish Council		PWLB loan repayment	PWLB lending facility	Z	7,429.05		7,429.05
113	Room Hire	08/10/2026		Pirton Parish Council		Room Hire	Village Hall	Z	21.25		21.25
114	Website/IT	08/10/2026		Pirton Parish Council		Replacement Printer Drum	Melisa Janine Budd Clerk	S	52.25	10.45	62.70
115	Website/IT	08/10/2026		Pirton Parish Council		external hard drive for file stor	Melisa Janine Budd Clerk	S	70.82	14.17	84.99
116	Grass Cutting Rec	08/10/2026		Pirton Parish Council	Pirton Recreation (	Rec Grass Cutting	A&B Gardening	S	375.00	75.00	450.00
117	Street Cleaner	08/10/2026		Pirton Parish Council		Street Cleaning	Tony Smart	Z	254.20		254.20
118	Village Greens	08/10/2026		Pirton Parish Council		Village Greens Grass	Andrew Burton	Z	320.00		320.00
119	Salary	08/10/2026		Pirton Parish Council		Salary	Melisa Janine Budd Clerk	Z	1,027.82		1,027.82
120	Room (Office Expenses)	08/10/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	30.00		30.00
121	Telephone	08/10/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	20.00		20.00
122	Postage & Mileage	08/10/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	7.28		7.28
123	Clerk Pension Contribution	20/10/2026		Pirton Parish Council		Pension Contribution	NEST Pension Scheme	Z	34.02		34.02
124	Employers' Pension Contributio	20/10/2026		Pirton Parish Council		Pension Contribution	NEST Pension Scheme	Z	127.56		127.56
125	Clerk NI	08/10/2026		Pirton Parish Council		Tax & Employers NI	HMRC VAT	Z	1.20		1.20
126	Employer's NI	08/10/2026		Pirton Parish Council		Tax & Employers NI	HMRC VAT	Z	96.91		96.91
127	The Royal British Legion	11/11/2026		Pirton Parish Council		Remembrance Wreath	The Royal British Legion	Z	45.00		45.00
128	Water	21/10/2026		Pirton Parish Council		Allotments Water	Castle Water	Z	14.33		14.33
								Total	10,111.49	99.62	10,211.11

Prepared by: J Budd Clerk RFO Date: 8/10/2026

Name and Role

Approved by: V Woods Chairman Date: 8/10/2026

Name and Role

Approved by: _____ Date: _____

Name and Role

Receipts

Pirton Parish Council

RECEIPTS LIST

08 October 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
38	Tennis Club	08/10/2026		Pirton Parish Council		Tennis Club Rental	Pirton Tennis Club	Z	1,697.25		1,697.25
								Total	1,697.25		1,697.25

Appendix B – Pirton Pavilion Working Group Report

New Pavilion report to PPC 8th October 2026

1. The Working Group has not met since June, but there have been a number of meetings between members.

Remaining Issues

2. Main changing rooms shower drains were not clearing the water effectively resulting in water pooling on the changing room floor. Owain, Steve and Simon checked and confirmed that there were no pipe blockages. The problem was the sieve that sits in the drainage unit becoming blocked. These have now been removed, and there have been no

further reports of problems. Owain is checking with the supplier how this works at other locations, and if there is a better sieve alternative. No additional costs anticipated.

3. Accessible and officials changing rooms were not draining effectively resulting in water pooling on the changing room floors. SKA has done a redesign, (at their cost). For the accessible changing room the floor will be relaid with a greater gradient. For the Officials room a shower tray will be installed. Parrotts had quoted £6,096.46 for these works. There was an issue with the connection to the existing drain under the shower tray, and it's accessibility, but this is now resolved. Subject to Parrotts reconfirming the quote it is intended to instruct these works.
4. The current accessible car parking spaces are not connected to the pavilion with a suitable gradient except by taking a long route. SKA has designed (at their cost) for two new spaces to be located outside the changing room corridor, with construction to match the existing spaces. In addition, accessible paths will be installed linking the existing tarmac path to both the new, and old spaces. Also, a block paving ramp will be installed linking the existing spaces to the pavilion surround paving. This should prevent stones from running down onto the perimeter paving, and allow the existing spaces to be used by those that can manage the gradient.
   Quotations have been requested from Parrotts and RPB Building and Roofing Contractors. It is intended to instruct these works subject to a satisfactory quotation. Pending receipt of quotations, a working estimate of £7.5k is assumed.
5. Fire risk assessment recommendations. Owain, Simon and Colin Basnett met to discuss these. Actions are in hand for a number, and they will be discussed at PPC under a separate Agenda item. The only item with significant costs is if the three doors are replaced. £12k is currently assumed for this, pending further details.
6. The turf laid immediately outside the pavilion glass doors was uneven and there were gaps. Parrotts are undertaking remedial work as part of the final account agreement, therefore at zero additional cost. Some work was carried out recently, with more to follow. The dry weather has caused and is still causing delays and challenges.
7. A boot cleaning facility is required. Steve has produced a proposal for a tap and soakaway drainage. The estimated cost is £4,327 ex VAT. Alternatives are being considered that are used by professional football clubs and golf clubs that use compressed air and brushes rather than water.
8. Three internal signs (The Steve Smith Lounge, details of the companies and people involved with the project, and some history – incorporating the plaque from the earlier pavilion) are under consideration by Alan.
9. Details for the "bricks" wall are being finalised. A total of £7.5k has been allowed for these, and the signs.
10. Maintenance arrangements are being progressed by PSSC with assistance from Owain.
11. The Football Foundation provided sign was installed in August at zero cost.
12. A final account payment of 2.5% of the contract cost will be payable after the 12 months defect liability period. This figure is £30,297.35.

Defects liability

13. Defects are being reported and closed out as part of the defect's liability 12-month period.

Costs and funding

14. As reported in June, following the final accounting it is now possible to carry out further works as above within the agreed contract plus contingency budget.
15. We have not yet achieved release of the last 5% of the Football Foundation grant and this could affect the cashflow. A request has been made to confirm when the 5% may be released, with the suggestion that this could be when the order is placed for the works.
16. A copy of the latest cash flow forecast reflecting the expected remaining costs will be forwarded separately.

Risks

17. There is a risk that we don't receive agreement from the FF to drawdown of the remaining 5% of their grant.

18. 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. AGREE to the instruction of further works within the approved contract and contingency funding.

Simon Maple

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Signed: _____

Dated: _____