

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 11 June 2026 at 7.45 pm**

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Present:

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

In attendance:

Dr Janine Budd (Parish Clerk)

26-30 To receive and accept apologies for absence.

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

26-31 Public participation.

7 members of the public attended.

A member of the public expressed concern about the safety of ducks around the pond and wondered if signage to alert drivers was a possibility. Cllr Burleigh is to ask Graham Bury at HCC about signs. A sign on Shillington Road has been requested from HCC.

26-32 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.

26-33 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 14 May 2026 as a true and accurate record.

It was **RESOLVED** that minutes of the Council Meeting held on 14 May 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.

26-34 To receive the Net Position Statement, Bank Reconciliation and Financial Summary, and to approve accounts for payment.

- a. Bank account as of 11 June 2026 is **£158,956.28**
- b. It was **RESOLVED** that payments totalling **£5,064.06** as detailed on the monthly finance statement (Appendix A) be made.

An additional payment of £60.00 to Pirton Tennis Club (Treasurer, Simon Maple) to refund payment for lighting tokens that had accidentally been paid to PPC instead of PSSC was approved for Monday 15 June.

The Clerk drew attention to the previously circulated bank reconciliation and net position statements.

26-35 To discuss the setting up of an Earmarked Reserve for the pavilion project in Scribe.

The Clerk had explained last month that it had been difficult to determine a balance to bring forward for the Sports Pavilion project pot, primarily because of the net position statement not making sense due to the PWLB loan being anticipated in two different cost codes. On the advice of Scribe, providers of the accounting software, the Clerk set up an earmarked reserve. All donations to the pavilion project were recorded in the Donations 63 cost code, leaving only the PWLB loan in that cost code. All of the code transfers were deleted, apart from the ones relating to street cleaning and waste management at the recreation ground, so that money went back to its original cost code. The following cost codes were then linked to the Pirton Pavilion earmarked reserve: NHDC S106, NHDC pavilion grant, Football Foundation, New Pavilion PWLB, Donations, Grants, Sports Pavilion and Clubhouse. Grants includes CTRS money, which is not earmarked for the pavilion, so this will need to go into a separate cost code. A £42,767 NHDC grant was paid in 2024-2025, but it was not carried forward. Scribe suggested making a reserve transfer from the general fund to the earmarked reserve. This resulted in a value of £15,752.64 for the Pirton Pavilion earmarked reserve and a general reserve of £108,664.58 at the end of 2025-2026. This was explained to the internal auditor, who was happy with the setting up of the earmarked reserve. Cllr Maple expected a balance of c£26,000 for the pavilion fund. When he has worked through all of the cash flow, discrepancies can be made up with a reserve transfer from the general fund.

Cllr Rowe thought that the NHDC pavilion grant had been for £50,000.00. Cllr Maple explained that it had been paid in instalments over different years.

26-36 To receive the Clerk's report.

The Clerk reported that Steve Smith had asked for an Agenda for the meeting between PPC and PSSC to be held on 7 July. Cllr Maple is to circulate a draft Agenda for comments. The Clerk will then forward this to Steve.

A request was made to replace the no-parking sign that had gone missing from Chipping Green. Cllr Rowe said that he was expecting the signs to be delivered on Saturday and that he would place them on the green. A member of public suggested that feature rocks might deter people from driving over and parking on the greens. Cllr Burleigh said that a previous Parish Council had not been permitted to stake railings into the green, but that she did not think there would be an issue with placing objects on the green.

A representative of The Fox asked if it would be possible for the PPC to grant permission for their Pubfest to be held jointly with The Motte and Bailey before they receive their events licence from NHDC. The Clerk is to add this as an Agenda item for the July meeting and to ask the organisers for an outline of what is planned and evidence that neighbours had been made aware of the event. Cllr Rogers said that they would also need a Health and Safety Risk Assessment as well as event insurance.

The Clerk worked for 80 hours during May, 16 hours more than can be claimed without permission according to her contract. Cllr Rogers proposed that the additional overtime be paid; seconded by Cllr Burleigh. Cllr Rogers thanked the Clerk for collating the information required for the AGAR.

26-37 To receive the Final Internal Audit Report for 2025-26 and discuss its recommendations.

The report had been circulated. Recommendations are that the details of the letting of the contract for the pavilion be updated. Cllr Maple is to visit the tender website again and update it. The Clerk is to look into payroll providers and enquire about the cost. The Clerk is to add a review of reserves to the Agenda for the September meeting.

26-38 To sign the Annual Governance Statement.

The Annual Governance Statement was **AGREED** by the meeting and signed by the Chairman and Clerk.

26-39 To approve the accounts for the financial year 2025-26 and sign the Accounting Statements.

The accounts for the financial year 2025-2026 were **APPROVED** by the meeting and the Accounting Statement signed by the Chairman.

26-40 To agree the dates for the Public Rights period as Wednesday 17 June until Tuesday 28 July.

The above dates for the Public Rights period were **AGREED** by the meeting.

26-41 To receive the Pirton Pavilion Working Group report and Cash Flow projection

Cllr Maple had circulated the report (Appendix B) and the draft cash flow. A final account application had been made for the PPC to agree. The figure in Cost Report 11 from the Quantity Surveyor is £1,211,894.19, which is substantially lower than expected. Cllr Maple, on behalf of the NPWG, recommended that the PPC agrees this figure, with the caveat that operation manuals be presented before payment or that £3,000 is withheld. Cllr Rogers proposed that this figure be **AGREED**; seconded by Cllr Burleigh.

There are some outstanding issues to be resolved – disabled car parking and drainage in the referees' showers. Money is available to cover these things and the bricks. Turf was placed on uneven ground and improvements can be made under the defect liability. The quote for shower work is about £5,000 and improvements to the disabled parking can be paid from the contingency. Cllr Rogers asked if these issues can be addressed by either the architects or the builders. Cllr Maple reported that the architects have admitted some liability and they did not seek payment of their final bill. He will put forward the topic for discussion at the next NPWG meeting. He suggested that it would probably not be worth making a legal claim.

The final 5% of the Football Foundation grant has not yet been drawn down. Cllr Maple is waiting to hear if it is possible to do this now. Parrots carried out remedial works on the access road. The access arrangements are not ideal because of the single track. Anything that could result from the current planning applications would be useful. Works still to be done will cost approximately £15,000 and the bricks about £5,000. Cllr Rogers expressed her thanks to Cllr Maple and the whole of the working group for their years of work in keeping costs down and keeping the project on plan.

26-42 Planning**a) To receive an update on the Gladman development.**

Cllr Burleigh reported that no additional reports had been listed in relation to the Gladman development.

b) To receive an update on the Blakeney development.

A bat survey has identified 8 species, some rare or regionally significant. The recommendation is that low-level lighting is essential. Cllr Burleigh circulated correspondence with PSSC, who want PPC to write to NHDC and Blakeney on their behalf. Issues about drainage have not been brought up before, and the PPC sympathises about this. Cllr Burleigh is not entirely in agreement with the PSSC's position on access from Cotman End. It needs to be brought up that sports are going to be played on the recreation ground and that houses should be sited such that this does not cause conflict and result in complaints from residents. Cllr Burleigh said that she would go through the letter from PSSC more carefully and respond to them. Cllr Burleigh said that she would want to write any letter in her own words. Cllr Burleigh pointed out that the consultation

period for this planning application has passed, but a member of the public representing PSSC replied that anything received before the committee meeting has to be taken into account. According to Sport England, a new development shouldn't restrict an existing sports facility. A new plan of the site is now available and there seem to be lots of gaps in the hedge. Cllr Burleigh said that questions need to be asked about the change of plan.

26-43 To consider Planning Applications (as in Appendix A).

i. 25/02873/FP Land On The West Side Of, Burge End Lane, Pirton, Hertfordshire, SG5 3QN

Cllr Burleigh said that PPC will be objecting because the dwelling is not in keeping with the character of the area. Highways has objected because the lane is too near to High Street and the bank is steep. The Clerk is to add a sentence about the visibility splay and send the final version to Planning Control.

26-44 To consider Planning Applications received since publication of the Agenda

There were no additional applications to consider.

26-45 To agree to the Clerk moving up one point on the NJC Pay Scale to Point 17 with effect from 1 April 2026.

Proposed by Cllr Rogers; seconded by Cllr Burleigh.

26-46 To agree a plan for the summer fair.

There is a plan for PPC to have a stall at the summer fair to be held on 11 July. Cllr Rowe suggested that village environment be represented. Cllr Burleigh said that Wildabout Pirton is planning to showcase the "connected highway" and that the PPC should try to obtain the plot next to them. Other topics suggested included: attracting new councillors; newsletters; photos; pavilion – encouraging the community aspect of the pavilion; bricks. Cllr Burleigh is to put together information about the Neighborhood Plan, and compile a questionnaire about what people want from the village. Cllr Burleigh will also devise a Youth questionnaire. Cllr Burleigh has a gazebo. Details for the fair are to be confirmed at the PPC meeting on 9 July.

26-47 To discuss amending the insurance policy to insure the MUGA.

Cllr Burleigh asked what we would be insuring against and Cllr Maple suggested damage to the surface, lights, and vandalism. The Clerk is to obtain quotes for insuring the MUGA at a value of about 50 to £60,000.

26-48 To discuss the storage of Parish Council documents.

Cllr Burleigh can no longer spare the space to store the documents. Some documents such as title deeds need to be kept forever and some for seven years. HAPTC provided Cllr Burleigh with a list of how long documents need to be kept. There are contracts and legal documents. It was suggested that the PPC look at storage companies. Cllr Maple is to enquire about storing documents in the pavilion loft space at the next NPWG meeting. Some documents will need to be stored in fireproof boxes. Cllr Maple also has many files relating to the pavilion that need to be kept. In order to minimise the accumulation of future paperwork, the Clerk is to ask Scribe about the process for electronic authorisation of invoices for payment and report back to the PPC.

26-49 To discuss Parish Councillor vacancies and consider the co-option of additional Councillors.

Cllr Rowe collated a list of questions for prospective councillors to consider before co-option so that the Parish Council could know a bit more about them. A member of the public who is in the building industry said that he has contacts related to drainage, building, signs etc. that might save the village money. Cllr Rowe suggested that the Bury Trust wants trustees who are doers. He said that the Environment Committee is a catch all

for all things related to the environment.

26-50 To agree a new date for the Pirton Neighbourhood Plan discussion to be held at Pirton Sports and Social Club.

The Clerk is to check availability for 2nd and 3rd of September.

26-51 To discuss the plant overgrowth on some of the village footpaths.

The narrowing by Little Lane has now been cleared. NHDC said that footpaths are not the responsibility of the Parish Council, especially when it comes to S106 funding. Cllr Burleigh said that the verges are full of larvae and moths at the moment, and that hedges have nesting birds, so this time of year is not a good time for cutting back plant growth. She suggested that the PPC considers a working party in the Autumn to tidy up areas of overgrowth. A priority at this time will also be clearing away the ivy at the allotments.

26-52 To receive an update on Pirton road safety issues, including speed limits.

Nothing to report. The Clerk is to remove this standing Agenda item.

26-53 To receive an update on the issue of flooding in Pirton.

Nothing to report. Even with the recent rain, the pond and West Lane have not flooded. The Clerk is to remove this standing Agenda item.

26-54 To receive an update from the Communications Working Group.

Nothing to report.

26-55 To receive reports on the following:

26-56 Parish Paths Partnership (P3)

Cllr Rowe has written to Robert Lloyd from HCC about S106 money for the footpath behind the school at Baulk Gardens and about the exit to the Recreation Ground. He has not yet had a response and does not know if Mr Lloyd has made a site visit.

26-57 S106 Projects

Cllr Burleigh circulated the new requirements for requesting S106 funding. There is a need to demonstrate that requests meet the new planning requirements and the impact that new residents will have. This is a new requirement that NHDC used to carry out – Cllr Burleigh does not know how to calculate the impact of a given number of residents. Statutory bodies have their own formulae. There is also a need for quotes. PCC is attempting to get these for improvements to the playgrounds and for a new skate park, for example, but has not received the quotes yet. NHDC planners have said that they would not countenance S106 funds for parking at recreation ground, as sustainable travel will be prioritised, but that S106 funding would be considered for disabled parking. Cllr Burleigh asked Cllr Maple if he would be able to provide a cost for the disabled parking.

26-58 Village Environment

Painting of the railings at the pond is three quarters of the way through. Tidying up of the ivy at the allotments off Little Lane will form part of Autumn working group.

26-59 Bury Trust

Cllr Rowe and Peter Cole have been appointed as Trustees. The thistles are to be strimmed. There was an offer of a petrol strimmer by a member of the public and Cllr Burleigh offered to help too. The Bury Trust will hold a meeting in July for suggestions about changes to the Trust Deed. The PPC would have to make changes. If there are enough Parish Councillors for three to be appointed as Trustees to the Bury Trust, the PPC might not have to go to the expense of changing the Trust Deed.

26-60 Village Hall

Cllr Rowe is to write to Robert Lloyd about subsidence that may be caused by a tree on the path by the school. Cllr Rowe spoke to the Village Hall Committee about requesting £40-£50,000 S106 money for an extension. The Chairman suggested that an extension was too far off a project. They felt that a disabled ramp and doors to allow access from different sides of the hall would be worthwhile and would allow different hirers to access the hall while children from Play Aloud were on the premises. A SEND group is interested in hiring part of the hall. Cllr Burleigh asked that pricing for the disabled ramps and additional doors be sourced. The Village Hall Committee also want to renovate the toilets and provide disabled toilets. The tarmac on the car park needs to be improved. Heating costs are large, especially for the large hall. The Village Hall is generally short of funds; it has made a loss and does not have much in the way of reserves.

26-61 To suggest items for the next Meeting of the Parish Council to be held on Thursday 9 July 2026 at Pirton Village Hall at 7.45 pm

- a. To arrange for a Councillor to check the Clerk's email during her holiday
- b. To discuss councillor vacancies and the co-option of Councillors
- c. To finalise arrangements for the summer fair
- d. To discuss granting permission for the village pubs to hold Pubfest on Great Green

Meeting closed at 21:30

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

Appendices

Appendix A – Monthly Finance Statement

Appendix B – New Pavilion Working Group Report

Appendix A – Monthly Finance Statement

Pirton Parish Council

	Bank Reconciliation at 31/05/2026		
	Cash in Hand 01/04/2026		124,417.22
	ADD Receipts 01/04/2026 - 31/05/2026		107,880.88
			232,298.10
	SUBTRACT Payments 01/04/2026 - 31/05/2026		73,483.99
A	Cash in Hand 31/05/2026 (per Cash Book)		158,814.11
	Cash in hand per Bank Statements		
	Pirton Parish Council Unity Trust 31/05/2026	158,814.11	
			158,814.11
	Less unrepresented payments		
			158,814.11
	Plus unrepresented receipts		
B	Adjusted Bank Balance		158,814.11
	A = B Checks out OK		

Payments

Pirton Parish Council PAYMENTS LIST

11 June 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
43	Website/IT	11/06/2026		Pirton Parish Council		PPC laptop antivirus software	Melisa Janine Budd Clerk	S	20.83	4.16	24.99
44	Website/IT	11/06/2026		Pirton Parish Council		Gmail storage	Melisa Janine Budd Clerk	S	13.33	2.66	15.99
45	Room Hire	11/06/2026		Pirton Parish Council		Room Hire	Village Hall	Z	21.25		21.25
46	Dog Bins	11/06/2026		Pirton Parish Council		Dog Waste Bins Emptying	North Herts District Council	S	1,879.28	375.86	2,255.14
47	Street Cleaner	11/06/2026		Pirton Parish Council		Street Cleaning	Tony Smart	Z	254.20		254.20
48	NHDC Inspections	11/06/2026		Pirton Parish Council		Playground Inspections	North Herts District Council	S	100.00	20.00	120.00
49	Salary	11/06/2026		Pirton Parish Council	P26-049-051	Salary	Melisa Janine Budd Clerk	Z	996.19		996.19
50	Room (Office Expenses)	11/06/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	30.00		30.00
51	Telephone	11/06/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	20.00		20.00
52	Clerk Pension Contribution	20/06/2026		Pirton Parish Council		Pension Contribution	NEST Pension Scheme	Z	32.93		32.93
53	Employers' Pension Contribution	20/06/2026		Pirton Parish Council		Pension Contribution	NEST Pension Scheme	Z	123.49		123.49
54	Employer's NI	11/06/2026		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	91.82		91.82
55	Audits	11/06/2026		Pirton Parish Council	PPC 25-26 3 3	Internal Audit	AprilSkies Accounting	Z	300.00		300.00
56	Water	22/06/2026		Pirton Parish Council		Allotments Water	Castle Water	Z	8.06		8.06
57	Grass Cutting Rec	11/06/2026		Pirton Parish Council		Rec Grass Cutting	A&B Gardening	S	375.00	75.00	450.00
58	Village Greens	11/06/2026		Pirton Parish Council		Village Greens Grass	Andrew Burton	Z	320.00		320.00
Total									4,586.38	477.68	5,064.06

Receipts

Pirton Parish Council RECEIPTS LIST

11 June 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
24	VAT Reclaimed	18/05/2026		Pirton Parish Council		VAT Reclaim	HMRC VAT	R	9,946.72		9,946.72
25	VAT Reclaimed	11/06/2026		Pirton Parish Council		VAT Reclaim	HMRC VAT	R	142.17		142.17
Total									10,088.89		10,088.89

Appendix B – New Pavilion Working Group Report

New Pavilion Working Group report to PPC 11th June 2026

- The Working Group has not met since the last PPC meeting but an additional meeting has been arranged for the 16th June.

Final Account

- A final account application has been made for our agreement. The figure is £1,211,894.19 which is substantially lower than expected. The cost report 11 from the QS will be forwarded.
- It is recommended that this figure is agreed subject to:
The O&M manuals being completed prior to payment, or a deferral of £3k of payment until completion.

PIRTON PARISH COUNCIL

MINUTES: 11 June 2026

Signed: _____

Dated: _____

That remedial work to the turf – top dressing etc – is carried out as part of the defects liability.

That we agree how further works are dealt with in respect of the contract, eg ponding in the two small changing room showers, provision of disabled parking adjacent to the changing room entrance.

Costs and funding

4. A copy of the latest cash flow forecast reflecting the final account figure is attached.
5. It is now possible to carry out further works within the agreed contract plus contingency budget.
6. We have not yet achieved release of the last 5% of the Football Foundation grant and this could affect the cashflow.
7. The VAT reclaims have been submitted and paid to date. A claim for £9.854k for the pavilion costs was paid in May.
8. Further signage is required, for which financial authority was approved at the April PPC meeting:
 - A sign for the lounge
 - A board recognizing the formal opening, and key contributors
 - A board outlining some history including the old pavilion opening plaque.
 - The mock-up of the bricks.
9. A sign for the front of the pavilion with the Football Foundation logo, and the name “Pirton Pavilion” is on order from the Football Foundation, at their cost.
10. Once the details are finalised, a decision will be required on the format for the “bricks”. With the number now exceeding 200, a cost of £4-5k is anticipated which will require funding.

Risks

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

Access Road

12. Remedial works to the access road were carried out by Parrotts in line with the contract.
13. The access arrangements are not ideal with the increased usage that is expected for the new pavilion. As well as the poor surface condition, the length of single track creates congestion on Walnut Tree Road, and cars often have to reverse into the road.
14. There are two planning applications that could have an impact on access arrangements to the Recreation Ground. However, neither are approved, and timescales are not confirmed if approval is granted.
15. Any actions to seek to influence a satisfactory outcome should be considered.

Communications

16. The FF are keen that a press release should be issued for the opening.
17. 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 acceptance of the final account application figure subject to the proposed caveats.
 - d. AGREE to the instruction of further works within the approved contract and contingency funding.

Simon Maple

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UNAPPROVED MINUTES