

# Pirton Parish Council



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

[www.pirtonparishcouncil.gov.uk](http://www.pirtonparishcouncil.gov.uk)

## Present:

CLr Burleigh, CLr Maple, CLr Rowe, CLr Topliff, District CLr Strong

## In attendance:

Dr Janine Budd (Parish Clerk)

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**25-286** To receive and accept apologies for absence.

Apologies for absence had been received from CLr Goodman and CLr Rogers.

**25-287** Public participation.

No members of the public attended.

**25-288** 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. CLr Maple is a committee member of PSSC.

**25-289** To confirm and sign the Minutes of the Parish Council Meeting held on Monday 9 March 2026 as a true and accurate record.

It was **RESOLVED** that minutes of the Council Meeting held on 9 March 2026 be approved as a true and accurate record of the proceedings and be duly signed. Proposed by CLr Maple; seconded by CLr Rowe. ALL AGREED.

**25-290** To receive the Net Position Statement, Bank Reconciliation and Financial Summary, and to approve accounts for payment.

- a. Bank account as of 9 April 2026 is £176,833.18
- b. It was **RESOLVED** that payments totalling £71,019.56 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. Receipt proposed by CLr Burleigh; seconded by CLr Rowe. ALL AGREED.

**25-291** To receive the Clerk's report.

The Clerk reported that the first precept and CTRS Grant payment of £34,184.96 had been received on 9 April 2026.

A&B Gardening had sent an email enquiring whether the Parish Council wishes to extend the contract for grass cutting at the Recreation Ground. The Clerk is to renew the contract for three years unless there is a significant price increase. Proposed by CLr Rowe; seconded by CLr Topliff. ALL AGREED.

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PIRTON PARISH COUNCIL

MINUTES: 9 April 2026

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

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

Helen Hofton, in her position as Chairman of the Bury Trust, had informed the Parish Council that some children had been digging on the Bury, which is not permissible because it is a scheduled monument. The Bury Trust is to acquire a no-digging sign. Mrs Hofton wanted the Parish Council to consider designating the Spinney as a wild area for children to play. Cllr Burleigh had replied to Mrs Hofton. The Clerk is to add this as an Agenda item for the next meeting.

**25-292 To receive the New Pavilion Working Group report and Cash Flow projection**

Cllr Maple had circulated the report (Appendix B). The NPWG has had 50 meetings to date, with the last one planned for 5 May.

Cllr Burleigh proposed, on the advice of the NPWG, that the new pavilion be named "Pirton Pavilion", and that the lounge be named "The Steve Smith Lounge" in recognition of Steve's contribution to the Sports and Social Club and the NPWG. Seconded by Cllr Rowe. ALL AGREED.

The new pavilion was formally opened on 3 April. The opening was well supported, with about 150 people present. The Football Foundation is keen for a press release about the opening to be published. Cllr Maple is to draft a press release and circulate it to cllrs for agreement by email.

Overall contract completion was due on 12 April, although access road remedial works are now scheduled for 14 April. Parrotts have a contractual obligation to return the access road to its original state. District Cllr Strong suggested that a meeting be held between Blakeney, Mr Shadbolt, PSSC and PPC to discuss how issues could be resolved to provide a better access to the recreation ground.

Some key issues to be resolved at the pavilion include shower drainage in the two small changing rooms, providing adequate fixings of the external doors to prevent them from blowing open, and disabled access. Simon Knight Architects have recognized that there are design flaws and have offered to waive their last outstanding fee payment for stage 5 services, which is £975 plus VAT. Costed solutions will be sought for each of the issues before a decision is made on how to proceed. The Football Foundation noted the problem with disabled access, and this is likely to need a resolution before they release the final 5% of their grant.

Donations totalling £4,250 were received in February, £7,505 in March and £435 has been received so far in April.

A building sign has been ordered from the Football Foundation (at no cost) to be fitted to the front of the building with the name "Pirton Pavilion" and the FF pentagon logo.

A licence for operating and managing the new pavilion and the recreation ground was signed between PPC and PSSC on 23 February 2026. It has been agreed to hold quarterly meetings between the PPC and PSSC. Cllr Burleigh proposed Tuesday 7 July at 7:45 for the first meeting between PSSC and PPC, to be held at Pirton Pavilion. The Clerk is to contact PSSC to see if the date is suitable for them.

Cllr Maple said that PSSC is to be congratulated for the starting of a Community Café.

Cllr Burleigh expressed thanks to all of those involved with bringing Pirton Pavilion into being.

**25-293 Planning****a) To receive an update on the Gladman development.**

Cllr Burleigh said that the delays in coming to committee were likely because various statutory bodies (Flood Authority, Highways, Anglian Water) had requested additional information. Some, but not all, of this has now been filed.

Highways continues to object until there is a construction management plan, confirmation of their S106 contribution, and a plan for Active Travel Access from the North West Corner to Holwell Road and from the south on to Hambridge Way PROW21. This could have implications for the hedgerows and biodiversity. Cllr Burleigh is to write a letter to Highways about this.

Anglian Water continue to object to any connection to the foul water network.

Gladman have made an application for a licence concerning Great Crested Newts. Within 250 metres of the site, there will be the loss of 0.4 of a pond. NHDC's ecologist has no objections to the proposal as there are no reptiles or badgers on the site. Seven species of bat were recorded, but he feels that low-level lighting will be enough of a mitigation. There is no diversity net-gain plan at present.

**b) To receive an update on the Blakeney development.**

Highways now support the proposals, subject to conditions such as adding a pavement to part of Hambridge Way (the Parish Council has already expressed concerns about the potential loss of parking) and £493,050.00 for improvements to High Street and a scheme of Public Rights of Way improvements to Hitchin. Cllr Burleigh is to write to Highways to ask about what is planned as the Parish Council has not been consulted. District Cllr Strong said that a footpath on Royal Oak Lane would be of more benefit to the village than improvements to High Street.

Cllr Burleigh said that Blakeney also need to provide a construction management plan and pledge, via S106 funding, £307,000.00 over five years for improvements to the bus service to the village, linked either to the 89 bus, or a standalone service, or the Herts Lynx scheme.

**25-294 To consider Planning Applications (as in Appendix A).**

- i. No applications to consider.

**25-295 To receive an update on Pirton road safety issues, including speed limits**

Nothing to report.

**25-296 To receive an update on the issue of flooding in Pirton**

Cllr Goodman has received communications from HDC that they will clear the ditch that the pond drains into.

**25-297 To receive an update from the Communications Working Group**

Cllr Goodman had circulated her report. The PPC Agenda for April had been posted on Facebook (Pirton Finest) and on the PPC website. The April Parish Magazine events page was posted on Pirton.org. The Clerk had organised payment for the two-year renewal of the Pirton.org domain name. The Pirton Spring Clean advert was published in the April edition of the Parish Magazine. Reminders about this event had also been posted on Facebook and posters had been put up around the village.

**25-298 To discuss the method of valuation of Pirton Community Pavilion and agree its value for inclusion in the asset register.**

Cllr Maple has calculated the net total of construction costs, giving a value of £1,147,082.00. However, an additional invoice of over £100,000.00 is expected. The Clerk has therefore valued the pavilion at £1,250,000.00 for inclusion in the asset register. This figure will be amended once the final invoice has been received. Cllr Burleigh proposed that these construction invoices net of VAT, plus anticipated invoice minus demolition costs of about 2.5 to 5% be agreed as the valuation amount for the new pavilion. Seconded by Cllr Rowe. ALL AGREED. The Clerk is to amend the figure on the asset register once the additional invoice has been received.

**25-299 To review the changes to the Hiscox Insurance schedule to reflect the removal of the old pavilion and the inclusion of the new building.**

The Clerk had circulated the updated insurance schedule, which shows that the new pavilion is insured for a re-build value of £900,000.00 (valued by project quantity surveyor). The old pavilion has been removed from the schedule and a refund of £895.55 is expected. The Clerk is to amend the address to 19 Walnut Tree Road.

There was some discussion about whether insuring the pavilion for the £900,000.00 rebuild value is sufficient. The Clerk and Cllr Maple explained that they were acting on the advice of the insurance company to insure the building for this amount. The Clerk is to contact Gallagher Insurance regarding the insurance value of the pavilion, and to determine whether the solar panels and windows are covered. The Clerk is also to enquire about whether possible damage to the MUGA surface and the playground surfaces are covered and to obtain a quote for covering this if they are not.

**25-300 To agree the asset register total for inclusion in the AGAR.**

The Clerk had circulated the asset register with disposals and additions for the year. The total value of assets is £1,371,093.43. Proposed by Cllr Burleigh; seconded by Cllr Topliff. AGREED BY ALL. The Clerk is to amend the register once a final value has been determined for the new pavilion. The Clerk has begun recording assets in the accounting software, Scribe.

**25-301 To discuss the second interim internal report and agree and action plan.**

The Clerk had circulated the report. Cllr Maple had taken another look at the Find a Tender website, but it was not obvious how to add who had won the tender. He will take another look. The Clerk has been continuing with monthly VAT reclaims and wants to look over previous claims again before submitting a VAT claim for the fence. The risk register is to be reviewed for the next meeting. Cllr Maple is to include risks specific to the new pavilion. The Clerk has obtained the details of some external payroll providers from HAPTC and will contact them when time permits. At the suggestion of the internal auditor, the Clerk clarified with Scribe that code transfers were being used accurately in the accounting software. It is hoped that an explanation of this will mean that a restatement of last year's balances is not necessary for the upcoming AGAR. The Clerk is to provide and circulate an updated action plan.

**25-302 To agree a date for switching to gov.uk emails.**

The start date for using the new email addresses exclusively is 1 May 2026. Proposed by Cllr Burleigh; seconded by Cllr Rowe. ALL AGREED.

**25-303 To agree to adopt Pirton Parish Council's Information Technology policy.**

The Clerk had circulated the policy, which is based on that of Lilley Parish Council and the template IT policy suggested in the Practitioners' Guide. The Clerk is to make an amendment to include appropriate training before publishing the IT Policy on the website. Proposed by Cllr Burleigh; seconded by Cllr Maple. ALL AGREED.

**25-304 To review Pirton Parish Council's General Privacy Statement/notice and the Information Security Incident Policy.**

The Clerk had circulated the policies, which are available on the Parish Council website and had been approved at the May 2025 meeting, as they are relevant to the next Agenda item.

Cllr Topliff proposed that the Clerk be appointed as Data Protection Lead. Seconded by Cllr Maple. The Clerk is to update contact details on the General Privacy Statement and dates on the policies. District Cllr Strong suggested that the Monitoring Officer at NHDC be contacted in the event of an information security incident.

**25-305 To assess the council's position with regard to the AGAR Assertion 10.**

The internal auditor had requested that the Parish Council do this, as it is now a separate assertion relating to information technology and data protection. The Clerk reported that the Parish Council now has a gov.uk website and the Clerk and all Cllrs have a gov.uk email address. The website has accessibility features such as accessible font and the potential to read text aloud. There is an accessibility statement that allows users to request documents in alternative formats. The Parish Council has a FOI Publication Scheme that was rewritten in September 2024 and relevant information is published on the website. The Parish Council has a General Privacy Statement, Information Security Incident Policy, a newly-adopted IT policy and an Information Protection Policy. Electronic files are backed up regularly. Files are stored on a password-protected laptop.

The Clerk is to undertake HAPTC-provided GDPR and FOI training.

Cllr Burleigh and the Clerk are to carry out a data audit relating to physical and electronic files by the end of the year. A meeting will be scheduled in September to begin this work.

**25-306 To discuss the issue of sewage overflow into the Washbrook.**

District Cllr Strong is to get in touch with a contact who carries out river monitoring in Ickleford and put them in contact with Jo Parker so that monitoring of the water quality of the Washbrook can be undertaken.

Cllr Burleigh reported that Wildabout Pirton are carrying out a project on the Washbrook: Steve Goodman and Gil Burleigh are producing a report on the history of the stream, which was once full enough to power a water mill, to hopefully prove that it meets the criteria for verification as a chalk stream.

**25-307 To authorise spending of up to £2,500.00 on signage for Pirton Community Pavilion.**

Cllr Maple reported that the signs are for the lounge; a board for recognising the opening of the pavilion and key contributors; the old pavilion opening plaque; and for "bricks". He verified that the funds are available in the pavilion cash flow. Proposed by Cllr Burleigh; seconded by Cllr Topliff. ALL AGREED.

**25-308 To authorise the purchase of a no-parking sign for Chipping Green.**

Cllr Rowe is to look into the design of a suitable sign and circulate it to the councillors.

**25-309 To finalise plans for the Pirton Spring Clean event.**

Cllr Goodman had circulated a list of projects and responsibilities. Cllrs are to purchase supplies such as teak oil. Julie Porter is to manage the cleaning of the War Memorial. The Cllrs are to meet at 1:15 at the pavilion on Sunday 12 April.

**25-310 To agree contributions and arrangements for the Parish Council newsletter.**

Cllr Maple suggested contributions for the next Parish Council newsletter: Welcome from the Chairman (Cllr Rogers); New Pavilion Opening (Cllr Maple); Request for Councillors

(Cllr Burleigh); Update from Alistair Strathern; Pirton Spring Clean Day (Cllr Goodman); Planning Update (Cllr Burleigh); Parking on Bunyan Close and more generally (Cllr Burleigh).

Suggested dates were: 9-17 April prepare copy; 18-20 April Cllr Maple to create the document; 20-27 April printing; 28 April Clerk to collect newsletters from printers; 29 April-2 May distribute to deliverers; 3-9 May delivery.

- 25-311 To discuss Cllr Rowe's amendments to the Bury Trust Deed of Variation.**  
Cllr Rowe had circulated his thoughts on the possible changes that could be made to the deed should there be a need to reduce the number of Parish Councillors on the Trust. Fewer councillors could possibly have weighted voting on some issues, or decisions on some matters could be deferred to the PPC. There would be a need to agree on the relevant matters, such as disposing of the land. Cllr Rowe is to review his comments and then forward them to the PPC and the Bury Trust.
- 25-312 To discuss the ongoing maintenance of the recreation ground playpark.**  
Setter Play has replaced the fixings on the see-saw at the Recreation Ground. They informed the Clerk that a patch repair to the wet-pour surfacing around the see-saw might be possible if a tree root could be removed. They enquired about a tree preservation order. Cllrs are not aware of a tree preservation order, but Cllr Burleigh is to check this. Setter Play suggested that maintenance to remove leaves and moss would extend the life of equipment and surfaces. The Cllrs are to look closely on Sunday about what maintenance is required and discuss whether the wet pour needs replacing. The Clerk is to request a quote if necessary.
- 25-313 To discuss the notice received from NHDC about the listing for sale of the Motte & Bailey public house, an AOCV.**  
The Parish Council has been notified by NHDC that the Motte & Bailey public house has been listed for sale. Cllr Rogers has spoken to the tenants of the Motte & Bailey and to Punch Taverns and they are unaware of any potential sale. Cllrs wondered if this is related to the planning application, which has now been refused, to build a house on the Motte & Bailey land. Requests for further information from NHDC have been unanswered. Cllr Burleigh is to submit a FOI request to find out who has informed NHDC that the property is for sale.
- 25-314 To discuss the purchase of a Parish Council laptop and phone for use by the Clerk.**  
The Clerk had circulated information about three possible models under £500. Cllr Burleigh proposed that the Clerk purchase the HP OmniBook 5 Flip 14" 2 in 1 Laptop. Seconded by Cllr Topliff. Cllr Rowe reported that Currys were offering a £100 reduction on laptop purchases for government officials. The Clerk is to look into this discount. The Clerk is to investigate mobile phone contracts that can be paid by direct debit.
- 25-315 To discuss payment arrears for one allotment plot.**  
This invoice has now been paid.
- 25-316 To receive reports on the following:**
- 25-317 Parish Paths Partnership (P3)**  
Cllr Rowe is in contact with Robert Lloyd to follow up on the Baulk footpath. Some paving and stepping stones have been laid, but they have sunk into the mud, causing an uneven surface.
- 25-318 S106 Projects**  
nothing to report

**25-319 Village Environment**

Parking is an issue and there have been churned up verges.

**25-320 Bury Trust**

Cllr Goodman had circulated the report. The grazing agreement had been signed by Mr Cooper in March and the first instalment of the grazing rent had been received. The cattle had been on the Bury since 2 April. Cllr Goodman wished to thank local plumber James Wright for helping to replace the trough water system so quickly. Castle Water had been made aware that the water had been switched off over the winter, which should be reflected in their invoice. The RPAS grant will be applied for by the end of April to help with the cost of strimming and scrub clearance around Toot Hill and the Bury. The Trust's Annual Meeting and Ordinary Meeting will be held at the end of April.

**25-321 Village Hall**

Cllr Rowe reported that the village hall is struggling with costs, mainly for heating. District Cllr Strong said that Community Fund Grants for building efficiencies such as heat pumps and solar panels are available.

**25-322 To suggest items for the next Meeting of the Parish Council to be held on Thursday 14 May 2026 at Pirton Village Hall at 7.45 pm**

- a. To discuss establishing a wild play area for children
- b. To review and approve procedures of the council
- c. To review and update the risk register to address specific risks related to the new pavilion
- d. To elect a chairman and vice chairman
- e. To confirm bank signatories
- f. To review and approve procedures
- g. To confirm direct debit as method of payment for Castle Water, Nest Pensions, Information Commissioner and PWLB
- h. To confirm BACS as preferred method of payment of invoices
- i. To appoint Council representatives to organisations
- j. To determine the time and place of ordinary meetings and annual parish meeting
- k. To plan for the summer fair

**Meeting closed at 21:34**

Date of Next Meeting: **Thursday 14 May 2026 at Pirton Village Hall at 7.45 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – New Pavilion Working Group Report

Signed: _____ Dated: _____
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## Payments

### PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1	Audits	09/04/2026		Pirton Parish Council	PPC 25-26 2/3	Internal Audit	AprilSkies Accounting	Z	300.00		300.00
2	PWLB Loan Repayment	20/04/2026		Pirton Parish Council	870151	PWLB loan repayment	PWLB lending facility	Z	7,394.65		7,394.65
3	Room Hire	09/04/2026		Pirton Parish Council		Room Hire	Village Hall	Z	21.25		21.25
4	Sports Pavilion	09/04/2026		Pirton Parish Council	NW/12	New Pavilion Construction	Parrott Construction	S	50,312.47	10,062.49	60,374.96
6	HAPTC	09/04/2026		Pirton Parish Council		HAPTC Subscription	HAPTC	Z	818.62		818.62
7	Training	09/04/2026		Pirton Parish Council		Clerk Training	HAPTC	Z	34.00		34.00
8	Room Hire	09/04/2026		Pirton Parish Council		Room Hire	Pirton Sports and Social Cl	S	52.50	10.50	63.00
9	Street Cleaner	09/04/2026		Pirton Parish Council		Street Cleaning	Tony Smart	Z	244.20		244.20
10	Website/IT	09/04/2026		Pirton Parish Council		pirton.org domain renewal	Melisa Janine Budd Clerk	S	37.98	7.60	45.58
11	Salary	09/04/2026		Pirton Parish Council	P26-011	Salary	Melisa Janine Budd Clerk	Z	980.08		980.08
12	Room (Office Expenses)	09/04/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	30.00		30.00
13	Telephone	09/04/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	20.00		20.00
14	Employer's NI	09/04/2026		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	89.32		89.32
15	Clerk Pension Contribution	20/04/2026		Pirton Parish Council		Pension Contribution	NEST Pension Scheme	Z	32.40		32.40
16	Employers' Pension Contributio	20/04/2026		Pirton Parish Council		Pension Contribution	NEST Pension Scheme	Z	121.50		121.50
17	Grass Cutting Rec	09/04/2026		Pirton Parish Council	Pirton recreation g	Rec Grass Cutting	A&B Gardening	S	375.00	75.00	450.00
<b>Total</b>									<b>60,863.97</b>	<b>10,155.59</b>	<b>71,019.56</b>

## Receipts

### RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
143	Sports Pavilion	10/03/2026		Pirton Parish Council	NEW PAVILION FU	Donation	S J /STUDENT Davies	Z	100.00		100.00
144	Sports Pavilion	10/03/2026		Pirton Parish Council		Donation	Nathan Gainford	Z	100.00		100.00
145	Sports Pavilion	10/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	P & S Lake	Z	100.00		100.00
146	Sports Pavilion	10/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	M D Sadler	Z	100.00		100.00
147	Sports Pavilion	11/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	Pirton Commu	Z	100.00		100.00
148	VAT Reclaimed	12/03/2026		Pirton Parish Council		VAT Reclaim	HMRC VAT	R		23,116.74	23,116.74
149	Sports Pavilion	13/03/2026		Pirton Parish Council		Football Foundation Pavilion Gr	Football Foundation	Z	65,844.00		65,844.00
150	Sports Pavilion	13/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	K P Lennon	Z	100.00		100.00
151	Sports Pavilion	13/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	K Carpenter	Z	100.00		100.00
152	Sports Pavilion	13/03/2026		Pirton Parish Council	NEW PAVILION FU	Donation	J & S WINF	Z	100.00		100.00
153	Sports Pavilion	16/03/2026		Pirton Parish Council	NEW PAVILION FU	Donation	Harry Bethell	Z	100.00		100.00
154	Sports Pavilion	16/03/2026		Pirton Parish Council	NEW PAVILION FU	Donation	Hannah Crump	Z	150.00		150.00
155	Sports Pavilion	16/03/2026		Pirton Parish Council	NEW PAVILION FU	Donation	Richard Willmott	Z	2,500.00		2,500.00
156	Sports Pavilion	18/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	BD/D Wheeler	Z	100.00		100.00
157	Sports Pavilion	18/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	Z Venn	Z	100.00		100.00
158	Sports Pavilion	20/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	Marina Simmons	Z	100.00		100.00
159	Sports Pavilion	23/03/2026		Pirton Parish Council	Pavilion	Donation	Pirton Sports and Social Cl	Z	5,000.00		5,000.00
160	Sports Pavilion	23/03/2026		Pirton Parish Council	NEW PAVILION FU	Donation	Jean Higgins	Z	100.00		100.00
161	Parking Permits	24/03/2026		Pirton Parish Council		Parking	Karen Munns	Z	10.00		10.00
162	Sports Pavilion	26/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	Pirton Action Group	Z	435.62		435.62
163	Sports Pavilion	27/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	Mudwall Brick Supp	Z	200.00		200.00
164	Sports Pavilion	27/03/2026		Pirton Parish Council	New Pavilion Fund	Donation	WJF Cars	Z	400.00		400.00
<b>Total</b>									<b>75,839.62</b>	<b>23,116.74</b>	<b>98,956.36</b>

### PIRTON PARISH COUNCIL

### RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	PSSC Pavilion rental	01/04/2026		Pirton Parish Council		PSSC Ltd pavilion rental	PSSC Ltd	Z	1.00		1.00
2	Sports Pavilion	01/04/2026		Pirton Parish Council	New Pavilion Fund	Donation	D Dodd	Z	100.00		100.00
3	Sports Pavilion	02/04/2026		Pirton Parish Council	C-589675	Football Foundation Pavilion Gr	Football Foundation	Z	17,755.00		17,755.00
4	Sports Pavilion	07/04/2026		Pirton Parish Council	New Pavilion Fund	Donation	R Munns	Z	100.00		100.00
5	Sports Pavilion	07/04/2026		Pirton Parish Council	New Pavilion Fund	Donation	J Jarrett	Z	200.00		200.00
6	Sports Pavilion	07/04/2026		Pirton Parish Council	New Pavilion Fund	Donation	Gemma Flanigan	Z	35.00		35.00
7	Allotment Rents	07/04/2026		Pirton Parish Council		Allotment rent	Nicholas Hornsby	Z	40.00		40.00
8	Precept	09/04/2026		Pirton Parish Council		Precept First Payment	North Herts District Council	Z	33,792.00		33,792.00
9	Grants	09/04/2026		Pirton Parish Council	CTRS Grant 1	CTRS First Payment	North Herts District Council	Z	392.96		392.96
<b>Total</b>									<b>52,415.96</b>		<b>52,415.96</b>

PIRTON PARISH COUNCIL

MINUTES: 9 April 2026

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

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

Appendix B – New Pavilion Working Group Report

**New Pavilion Working Group report to PPC 9<sup>th</sup> April 2026**

1. The Working Group has met formally 50 times to date. The final meeting is planned for 5<sup>th</sup> May.
2. It was agreed that the lounge will be named “The Steve Smith Lounge” in recognition of Steve’s contribution to the Sports and Social Club and the pavilion working group.

**Construction**

3. The completion date for the new pavilion was 24<sup>th</sup> February 2026 and handover to the Parish Council, and then to the Sports and Social Club took place.
4. Demolition of the old pavilion took place in early March. Paving on the south side of the new pavilion was completed, and the level issue in the SW corner was resolved with an extension of the road retaining wall, and an extension of the fencing.
5. The new pavilion was formally opened on 3<sup>rd</sup> April, and overall contract completion was due on 12<sup>th</sup> April, although access road remedial works are now scheduled for the 14<sup>th</sup> April. Vehicle access to the Recreation Ground will not be possible on that day.
6. Minor faults are being dealt with by Parrotts.
7. The key outstanding issues are:
  - Shower drainage in the two small changing rooms is not working correctly, water pools across the floor. The proposed solution is to fit a shower tray in the officials’ room, but the other room is accessible so the only solution appears to be to dig up the floor and create an appropriate slope.
  - The External doors (main entrance, toilet corridor and changing room corridor) do not have restraints, or fastenings to keep them open. They also have sub optimal thumb turn locks. Two solutions are being investigated, one that is ideal, and the other that provides sufficient restraints.
  - Disabled access. The allocated parking spaces are above the level of the peripheral pavilion paving and there is no compliant route between the two. There are also difficulties for mobility scooter and other wheeled devices to get from the access road/footpath to the pavilion paving.

These are all design issues. SKA have recognized that there are design flaws (toilet doors and Accessible shower floors), and have offered to waive their last outstanding fee payment for stage 5 services which is £975 plus VAT.

8. Costed solutions will be sought for each of the above issues, and then a decision will be required on how to proceed, including how to fund the solutions.

**Costs and funding**

9. Donations totaling £4250 were received in February, £7505 in March and £435 has been received so far in April. We are now fully funded for the planned costs, but note the potential for additional costs outlined above.
10. A copy of the latest view on cashflow will be sent. The overall cashflow forecast is now positive going forward assuming that costs are in line with expectations.
11. We have not yet achieved release of the last 5% of the Football Foundation grant and this could affect the cashflow.
12. A payment for Parrotts in April is effectively an interim payment (not based on a full QS assessment) that enables the cash flow to be managed – VAT to be reclaimed, and FF grant drawn down. The final account will be the basis for the subsequent payments to Parrotts.
13. There will be no QS fee in April reflecting the interim payment rather than a full assessment.
14. The VAT reclaims have been submitted and paid to date. A claim for £38.455k for the pavilion costs has been submitted to cover costs in March.
15. The Football Foundation grant drawdown of £17.755k was received. Further drawdowns will be requested based on invoices from contractors other than Parrotts. There is c£9.5k to be drawn down from these other invoices.
16. PSSC transferred donations totaling £5k.

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17. The current forecast shows a surplus of £7k, but there are a number of additional costs to cover. Once we have the final account for Parrotts (in the next few weeks), and a decision on the release of the last 5% of the FF grant, we will know the final financial position.
18. A building sign has been ordered from the Football Foundation (no cost) to be fitted to the front of the building with the name "Pirton Pavilion" and the FF pentagon logo.
19. Further signage is required, and a separate agenda item seeks financial authority for this:
  - A sign for the lounge
  - A board recognizing the formal opening, and key contributors
  - A board outlining some history and including the old pavilion opening plaque.
  - The mock-up of the bricks.
20. 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 £3-4k is anticipated which will require funding.

**Risks**

21. There are cost risks relating to external works, and the additional works outlined above.
22. There is a risk that we don't receive agreement from the FF to drawdown the remaining 5% of their grant.

**Football Foundation commitments**

23. A meeting was held with 3 representatives of the FF on 31<sup>st</sup> March.
24. A key commitment is to achieve 2\* accreditation by the Football club. This was a commitment to the FF for opening the new pavilion. It is now planned to meet the commitment in September. The FF did not seek to delay the opening but are considering whether they will release the final 5% of the grant (c£24k) before 2\* accreditation is achieved.
25. A meeting will be arranged between the football club and Steve Maker of Herts FA to seek to move the accreditation forward.
26. Other outstanding requirements to drawdown the last 5% of the grant are:
  - Building Control signoff
  - EICR certificate for all electrical works provided to FF
27. The FF noted the problem with disabled access, and this is likely to need resolution before releasing the final 5% (they believed that building control sign off shouldn't be achieved until this is resolved).
28. The Site Development Plan will need to be kept up to date, including the Income and Expenditure forecast, and Community Engagement. Also, monthly booking data is required. This could be provided through ClubSpark or some other method. Investment in pitches and football outcomes will be expected in line with the project plan.
29. The FF pointed out that the PPC needs to be "across things".

**Management arrangements**

30. A licence for operating and managing the new pavilion and the recreation ground was signed on the 23<sup>rd</sup> February.
31. It has been agreed to hold quarterly meetings between the PPC and PSSC, and PPC is requested to agree a date for the first of these meetings.
32. The PSSC are to be congratulated on the starting of a Community Café.

**Access Road**

33. The access road is in a very poor state. As a single track there are difficulties when there is significant traffic - when football matches are on and for events.
34. There are now 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.
35. Any actions to seek to influence a satisfactory outcome should be considered. Formal backing of the points made in PSSC's submission would be helpful.
36. Parrotts are contracted to restore the condition to what it was before construction started. As this will occur before any of the developments above, we propose to seek to have a reasonable surface laid down, rather than seek a complete rebuild.

Signed: _____ Dated: _____
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**Communications**

37. A preview opportunity for donors was held on 26th February, particularly for those that couldn't make the last open day.
38. The formal opening was very well supported with maybe 150 people present.
39. The FF are keen that a press release should be issued for the opening.
  
40. The PPC is requested to:
  - a. NOTE the contents of this update.
  - b. AGREE a date for the first quarterly monitoring meeting with PSSC
  - c. APPROVE in principle the issue of a press notice for the opening
  - d. PROVIDE any comments or direction on the matters contained in this update.

Simon Maple

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