

Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held in
Pirton Village Hall on 10 September 2026 at 7.45 pm**

www.pirtonparishcouncil.gov.uk

Present:

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

In attendance:

Dr Janine Budd (Parish Clerk)

26-121 To receive and accept apologies for absence.

Apologies had been received and accepted from Cllr Topliff and District Cllr Strong.

26-122 Public participation.

9 members of the public attended, many to discuss planning matters.

A member of the public expressed concern at the constantly overflowing bin next to the Post Office attracting animals. They wondered if a bin from Coleman's Close that is often empty could be moved to cope with the overflow.

A member of the Pirton Sports and Social Club (PSSC) said that the planning application at 19 Walnut Tree Road was close to being decided, and they asked if District Cllr Strong could call in the application so that proper consideration could be given to improving the access to the recreation ground as part of this application. Cllr Burleigh is to contact District Cllr Strong to call in this application. Cllr Rogers proposed that the Planning Committee liaise with the PSSC to consider responses to this application and that the submission of this response to Planning Control be delegated to the Planning Committee; seconded by Cllr Rowe.

26-123 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 Burleigh is a member of Wildabout Pirton.

26-124 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 13 August 2026 as a true and accurate record.

It was **RESOLVED** that the minutes of the Council Meeting held on 13 August 2026 be approved as a true and accurate record of the proceedings and be duly signed. Proposed by Cllr Rogers; seconded by Cllr Burleigh. ALL AGREED.

26-125 To agree to implement the NJC-recommended pay increase for the Clerk and approve back pay from 1 April 2026.

Proposed by Cllr Rogers; seconded by Cllr Rowe. ALL AGREED.

26-126 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 10 September 2026 is £153,197.73
- b. It was **RESOLVED** that payments totalling £12,591.09 as detailed on the monthly finance statement (Appendix A) be made.

26-127 To receive the Clerk's report.

The Clerk had received notification from the external auditors PKF Littlejohn that the AGAR was complete and there were no qualifications. The Clerk is to publish the paperwork on the website and on the noticeboard.

The Clerk reported that the second instalment of the precept and the CTRS grant had been received that day.

26-128 To receive the Pirton Pavilion Working Group report and Cash Flow projection

Cllr Maple provided a verbal report. There are still some issues to be resolved: the drains in the main changing rooms are overflowing and there is a problem with the accessible shower; the turf in front of the Pavilion needs more work; boot-cleaning facilities are required; there is a question over whether the fire doors are compliant with British Standards. A design has been agreed for the accessible car parking spaces. The costings are still the same as last month.

Cllr Bassnett suggested that some of these issues should have been identified during the building inspections. He also said that building inspectors are not authorised to accept and sign off on any feature that does not meet the functional requirements of the building regulations.

Cllr Bassnett asked if the issues with the accessible car parking spaces were the responsibility of the architect. Cllr Maple said that the pavilion ground level was different to what was expected relative to the accessible car parking spaces.

Cllr Bassnett asked if the PSSC response to the fire-safety inspection could be added to the next Agenda. He proposed that he write to the Registered Building Control Inspector, the builders and the architect to try and establish what had led to the installation of the particular fire doors.

26-129 Planning**a) To receive an update on the Gladman development.**

See 26-130 i

b) To receive an update on the Blakeney development.

Cllr Burleigh said that £13,300 in S106 funding had been allocated for the Village Hall, but that no other money had been allocated to Pirton. Sports facilities in Ickleford and Hitchin had received S106 funding.

A member of the public representing the PSSC asked that the Parish Council request that NHDC hold consent for this application while issues such as recreation facilities are considered again. Cllr Rogers proposed that the Planning Committee liaise with the PSSC to draft a letter about these issues to Planning Control; seconded by Cllr Burleigh.

26-130 To consider Planning Applications (as in Appendix A).**i. 25/01696/OP Land South East Of Holwell Road And North Of Hambridge Way, Pirton, Hertfordshire**

Cllr Burleigh had circulated a draft response. She reported that the Parish Council had to object in the first instance because 130 houses are proposed and there had not been support for this at the community meeting that was held. Another option was to ask for the decision to be delayed because insufficient detail had been provided about issues such as green space and scale. There was a need to become familiar with the new NPPF (National Planning Policy Framework), which was very developer friendly.

One member of the public who had watched the Blakeney committee meeting on YouTube felt that, although the committee was sympathetic to the issues raised by the Parish Council and by the PSSC, ultimately it had not made a difference and planning permission was still granted. A member of the public who had spoken on behalf of the PSSC said that some concessions had been granted. Cllr Burleigh reported that because there was statutory opposition from Highways and Anglian Water, the Planning committee can still turn the application down and there was a lot for the village to fight for.

A member of the public said that it was difficult to defend against speculative development because NHDC has not met its targets for housing supply. They also said that, although Gladman had presented a statement to suggest that they were compliant with the design code of the NPPF, there was little evidence of this. For example, they had provided no illustrative examples of landscape, open space planting, streetscape, or typology of housing. A member of the public asked if the previous refusals of planning on this site would have any bearing on the current application. Cllr Burleigh said that this would not be taken into consideration because this plan is new and the District Council and Parish Council local plans are no longer up to date.

Another member of the public asked if the Parish Council would liaise with Holwell in trying to block construction traffic access. Cllr Burleigh said that Holwell is submitting its own objection to the proposal. She said that the traffic management plan is something that the Parish Council will bring up in its objection.

A member of the public representing the PSSC said that they would like to push for sports provision as part of the new development, should it go ahead, rather than being provided off-site.

Cllr Rogers proposed that the Planning Committee liaise with the PSSC to consider responses to this application and that the submission of this response to Planning Control be delegated to the Planning Committee; seconded by Cllr Burleigh.

**26-131 To consider Planning Applications received since publication of the Agenda
26/01887/FP Pirton Hall, Shillington Road, Pirton, Hitchin, Hertfordshire, SG5 3HB**

Cllr Rowe is to draft a response and circulate it to members of the Planning Committee. Cllr Rogers proposed that the final submission be delegated to the Planning Committee; seconded by Cllr Burleigh.

Cllr Burleigh left the meeting.

26-132 To review the reserves and identify priorities for future spending.

The Clerk had created earmarked reserves (ER) on Scribe to replace the existing Project Pots. The Clerk had shared the reserves report. The Clerk is to create a Training ER to support CiLCA training. £500 from this year's budget will be moved to this ER and £500 added in the next budget. The Clerk is to look into which proportion of Tennis Club rental

was moved to the project pot in previous years and transfer the equivalent amount to the Tennis courts/MUGA ER. The Pavilion ER currently has a negative balance. The Clerk is to transfer £60,000.00 (from reclaimed VAT) from the General Fund to the Pavilion ER. The Clerk and Cllr Maple are to look at income and spending for the Pavilion over the years of the project to determine an accurate balance for the Pavilion ER. Maintenance of village trees will be a priority for next year's spending. Proposed by Cllr Rogers; seconded by Cllr Maple. ALL AGREED.

26-133 To discuss the insurance renewal quotation.

A renewal quotation of £3,164.86 with Hiscox had been received from Gallagher. The Clerk is to confirm that the quotation was issued with the knowledge of the recent water leak at the Pavilion. The Clerk is to accept the renewal for three years. Cllr Rogers proposed that the Clerk set up payment upon receipt of the invoice for councillors to authorise before the renewal date of 1 October 2026. Seconded by Cllr Davis.

26-134 To agree a long-term plan for improvements to Blacksmith's Pond.

Wildabout Pirton (WaP) have circulated a provisional plan involving clearance of mud, microchalking, removal of fish, and cutting back of trees. The Council thanked WaP for their proposal and agreed to the maintenance plan in principle. Cllr Davis suggested that the pond be dug out before the management begins. Cllr Davis is to speak to a resident about using their mini digger to clear out the mud and silt etc. in the first instance. Cllr Rogers is to write to WaP to say that the Council is considering desilting before too much rain falls so that their plan has a blank canvas. She will ask if WaP can approach the people who own the surrounding trees about cutting them back to reduce leaf fall.

26-135 To discuss a variation of the governance arrangement for the Bury Trust.

Cllr Rowe suggested that there be a minimum of 2 Parish Councillors on the Bury Trust, with the possibility of 4. If there were to be 2 Parish Council Trustees and 2 others, the chairman should have the casting vote. (This would depend on a councillor wanting to be the Chair and their term being approved for a 1 to 3 year basis). Cllr Rowe asked to what extent does the Parish Council want control of the Bury Trust. He said that the Trustees act in the best interests of the Bury and that they raise money to supplement what is provided by the Parish Council. Any changes to the number of Parish Councillors will require a change to the Deed. Cllr Rowe is to report back to the Parish Council after discussion by the Bury Trust. Proposed by Cllr Rogers; seconded by Cllr Maple.

26-136 To agree contributions and arrangements for the Parish Council newsletter.

Cllr Rogers is to write an introduction to include pictures of the new councillors. Cllr Rowe is to write a piece on Planning and another on the need for new councillors. Cllr Rogers is to write a piece on Blacksmith's pond. Cllr Maple is to write about the access roads around the recreation ground. Other suggestions were: waste bins; dog waste bins; and tidying hedgerows as a courtesy to other residents.

26-137 To receive an update on the response and insurance implications to the water leak at Pirton Pavilion.

The Clerk reported that the loss adjuster was waiting for a report from Richfords Fire and Flood, who carried out the water-tracking survey.

26-138 To agree Committee responsibilities for the new Parish Councillors.

The Clerk had shared the current responsibilities. Cllr Rowe said that Rands and the Bury Trust require members to be a Trustee. Cllrs Bassnett and Davis are to look at the available committees to see if anything interests them, and report back at the next meeting.

26-139 To finalise arrangements for the Clean Up Day to be held on 19 September from 10 am to tackle ivy at the allotments as well as overgrown hedges and verges around the

village.

The date for Clean Up Day was postponed to 26 September. Cllr Rogers is to advertise the event on Facebook. Cllr Rogers and Cllr Davis are to clip back the ivy during the week so that it is easier to remove. The affected area borders on 20 Davis Crescent. Councillors and volunteers are to meet by the playground on Coleman's Close. The Clerk is to look for maps of the allotments and forward them to the councillors. The Parish Council is to provide bin bags. Cllr Davis is to speak to Andy Burton about burning the waste. The Clerk is to email the Chair of the Allotments about obtaining a key.

26-140 To agree a date to begin to sort Parish Council documents for long-term storage.

Cllr Rogers and the Clerk are to agree a date with Cllr Burleigh to begin to sort the documents.

26-141 To receive an update from the Communications Working Group.

Nothing to report.

26-142 To receive reports on the following:**26-143 Parish Paths Partnership (P3)**

Cllr Rowe will phone again about the tree causing subsidence at the Village Hall and about the Baulk footpath.

26-144 S106 Projects

Proposals were submitted in relation to the Blakeney and Gladman planning applications.

26-145 Village Environment

The trees on Great and Chipping Greens need the lower branches to be cut because they are becoming a hazard. Cllr Davis is to speak to tree specialists in the village about cutting the lower branches. Cllr Rogers is to look into the tree survey.

26-146 Bury Trust

Discussions are ongoing about management of the thistles. Helen Hofton is stepping down as Chair. The Trust is meeting on Saturday to look at strimming on Toot Hill and of the thistles. The Trust is meeting next week to discuss the Trust Deed.

26-147 Village Hall

£13 000 has been allocated in S106 funds towards fitting accessible ramps and renovating the toilets.

26-148 To suggest items for the next Meeting of the Parish Council to be held on Thursday 8 October 2026 at Pirton Village Hall at 7.45 pm

- a. To review the financial regulations and other documents to enable paperless approval of payments
- b. To sign the cheque and agree a donation for the RBL
- c. To allocate responsibilities for the asset inspection
- d. To set a date for the budget meeting in November
- e. To discuss and progress three significant items identified in the Pavilion pre-handover fire-safety report
- f. To discuss the future planning of the Council due to the likely need to appoint a new Chair

Meeting closed at 22:42

Date of Next Meeting: **Thursday 8 October 2026 at Pirton Village Hall at 7.45 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix A – Monthly Finance Statement

Prepared by: J Budd (RFO) Date: 1/9/2026
Name and Role (Clerk/RFO etc)

Approved by: J Rogers Date: 10/9/26.
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/08/2026			
	Cash in Hand 01/04/2026		124,417.22
	ADD Receipts 01/04/2026 - 31/08/2026		129,910.30
			254,327.52
	SUBTRACT Payments 01/04/2026 - 31/08/2026		135,314.74
A	Cash in Hand 31/08/2026 (per Cash Book)		119,012.78
B	Cash in hand per Bank Statements Pirton Parish Council Unity Trust 31/08/2026	119,012.78	
			119,012.78
	Less unrepresented payments		
	Plus unrepresented receipts		119,012.78
B	Adjusted Bank Balance		119,012.78
	A = B Checks out OK		

Payments

Pirton Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

10 September 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
93	Website/IT	10/09/2026		Pirton Parish Council		PDF editing software	Melisa Janine Budd Clerk	S	67.50	13.50	81.00
94	Countryside Development Ager	10/09/2026		Pirton Parish Council		CDA Herts Subscription	CDA Herts	Z	40.00		40.00
95	Groundsman	10/09/2026		Pirton Parish Council		Groundsman Duties	Steve Kitchiner	Z	650.00		650.00
96	Room Hire	10/09/2026		Pirton Parish Council		Room Hire	Village Hall	Z	21.25		21.25
97	PWLB Loan Repayment	29/09/2026		Pirton Parish Council		PWLB loan repayment	PWLB lending facility	Z	7,468.25		7,468.25
98	Salary	10/09/2026		Pirton Parish Council		Salary	Melisa Janine Budd Clerk	Z	966.39		966.39
99	Room (Office Expenses)	10/09/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	30.00		30.00
100	Telephone	10/09/2026		Pirton Parish Council		Expenses	Melisa Janine Budd Clerk	Z	20.00		20.00
101	Clerk Pension Contribution	20/09/2026		Pirton Parish Council		Pension Contribution	NEST Pension Scheme	Z	31.95		31.95
102	Employers' Pension Contributio	20/09/2026		Pirton Parish Council		Pension Contribution	NEST Pension Scheme	Z	119.80		119.80
103	Employer's NI	10/09/2026		Pirton Parish Council		Tax & Employers NI	HMRC Clerk's Tax	Z	87.20		87.20
104	Street Cleaner	10/09/2026		Pirton Parish Council		Street Cleaning	Tony Smart	Z	190.65		190.65
105	Village Greens	10/09/2026		Pirton Parish Council		Village Greens Grass	Andrew Burton	Z	320.00		320.00
106	Audits	10/09/2026		Pirton Parish Council	HT0081	External Audit	PKF Littlejohn	S	2,100.00	420.00	2,520.00
107	Water	21/09/2026		Pirton Parish Council		Allotments Water	Castle Water	Z	14.60		14.60
108	Chiltern Society	10/09/2026		Pirton Parish Council	2777	Chiltern Society subscription	Chiltern Society	Z	30.00		30.00
Total									12,157.59	433.50	12,591.09

Prepared by: JBudd RFO Date: 10.09.2026
Name and Role
Approved by: J Rogers Chairman Date: 10/9/26
Name and Role
Approved by: S. C. Mapple Councillor Date: 10.9.26
Name and Role

Pirton Parish Council
PAYMENTS LIST

24 September 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
109	Insurance	17/09/2026		Pirton Parish Council	G3063748	Insurance renewal	Gallagher Insurance	Z	3,164.86		3,164.86
Total									3,164.86		3,164.86

Receipts

Pirton Parish Council
RECEIPTS LIST

10 September 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
36	Grants	10/09/2026		Pirton Parish Council	PRECEPT 2026/27	CTRS Second Payment	North Herts District Council	Z	392.95		392.95
37	Precept	10/09/2026		Pirton Parish Council	PRECEPT 2026/27	Precept Second Payment	North Herts District Council	Z	33,792.00		33,792.00
Total									34,184.95		34,184.95

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Signed: _____
Dated: _____