

Pirton Neighbourhood Plan Steering Group (PNPSG)

Minutes of the meeting held on Thursday 6th February 2014 in the Pumpkin Room, Village Hall, Pirton, Hertfordshire.

Present:

Diane Burleigh (Chairman) (DB), Peter Harding (Secretary) (PH), Gil Burleigh (GB), Clive Millar (CM), Tom Gammell, Michael Goddard (MG), Jonty Wild (JW).

Absent:

Apologies received from Wilfred Aspinall (WA), Nick Parkin (NP), Lorna Sexton (LS), Jill Stuart (JS), Ann Webb (AW).

1. Minutes of the meeting held on 7th January 2014

Corrections: Regarding item headed 'Website': action refers to TG not AW. Regarding item headed 'The Existing Evidence Base' AW and not GB would be joining the working group. Membership would comprise AW, TG, JS and JW. The addition of the following text under 'Other Business' was agreed: ' WA spoke about the Community Infrastructure Levy (CIL). It is understood that the CIL has yet to be adopted by NHDC.'

2. Matters Arising not on the Agenda

3. Neighbourhood Plan Boundary Update

The Parish Clerk had received a letter from Clare Skeels, Senior Planning Officer NHDC, stating that on 28th January the Cabinet had approved the designation of the Neighbourhood Area for Pirton. She also requested a timetable for the preparation of the plan. The NPSG is now an official body. TG will reply on behalf of the Clerk to the effect that members of the Steering Group are hoping to do the work within the next 12 to 18 months. NHDC representatives would be welcome to attend a Steering Group meeting. **Action:** TG

4. Website – Update

TG will approach the Parish Council and seek permission to use their logo (item brought forward). **Action:** TG

PH will ensure that JW has copies of confirmed minutes for publication on the website. **Action:** PH & JW

5. Budget Developments

TG reported that together with the Parish Clerk he had completed the acceptance procedure online for the grant offer of £1,438.00 which will be administered by the Community Development Foundation (CDF). In the next week or two, 90% will be paid into the Parish Council's account, the balance being due on the completion dates of items or 31st December 2014. The grant awarded was less than the grant application as the Steering Group was not sufficiently advanced in its work to allocate funding for design/print of both the draft and final neighbourhood plan.

Draft accounting procedures were tabled by TG and agreed by those present. Some consequential minor amendments to Paragraph 39 of the Constitution will be required.

Paragraph 41 of the Constitution sets out arrangements whereby clauses can be added, deleted or amended. The consent of two thirds of Steering Group members present at a meeting is required. Proposed changes

must appear as an agenda item and Steering Group members must be given a minimum of 14 clear days notice of any proposed changes.

It is hoped that this matter will appear on the agenda of the 10th March meeting. The following wording for Paragraph 39 is suggested:

'Expenditure within a limit of £50 may be authorised by the Treasure and one of the following: Chairperson/Deputy Chairperson/Secretary.'

6. Code of Conduct (CoC) – Signature by Members (and Declaration of interests)

The draft Code of Conduct had been circulated. It was unanimously adopted and signed/dated by members who were present. The document will be retained by the Secretary. Members not present must sign and date the CoC at the next meeting, which s/he attends. **Action:** All

JW would add a copy of the CoC to the website. **Action:** JW

PH had provide a book which would be available at each meeting in which members would be required to disclose in writing the interests they might have in particular items of business. It was suggested that members should enter into the book their address and any land or businesses of which they have control that would have a Pirton interest together with organisations, groups and committees with which the individual is actively involved. A straightforward and unambiguous form of words regarding declarations of interests was required. Suitable text might be available via the Parish Council. TG will contact the Parish Clerk regarding their policy. **Action:** TG

7. Work Streams

DB said that as the work of the Steering Group settled, members of the various working groups would be encouraged to compile brief reports to be circulated in advance of the next meeting detailing their work. These will appear on the agenda as standing items.

DB will produce a report based on the Neighbourhood Plan course she recently attended (item brought forward from pervious meeting). **Action:** DB

Additionally, DB will produce some information for Parish Councillors ahead of their next meeting. **Action:** DB

8. Future Meeting Dates

The next meeting will take place at 8.00pm on Monday 10^h March 2014 in the Village Hall. TG will make the booking. TG will contact members to agree the date for the April meeting (subsequently, the 8th April was agreed. **Action:** All & TG

9. Other Business

None.

Peter Harding

PNPSG Secretary
7th March 2014