

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 31 January 2013  
In the meeting room at the Memorial Hall, starting at 7.15pm and concluding at 9.45pm

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## 148/12 ATTENDANCE AND APOLOGIES

**PRESENT:** Cllr Saintey (Chair), Cllr Blunt (Vice Chair), Cllr Matthey, Cllr Mrs Monaghan, Cllr Ginda, Cllr Mrs Stack, Cllr Richardson and Cllr Mrs Arney. Clerk: Laurie Eagling. PCSO Paula Boston (NAG agenda item). No members of the public were present.

**APOLOGIES:** Cllr Nicholls (work commitment) and Cllr Mrs Hawkins (unwell)

149/12 **NEIGHBOURHOOD ACTION GROUP** – Residents quarterly opportunity to raise the questions and concerns with Thames Valley Police. No members of the public were present. PCSO Paula Boston provided the latest crime figures. In the last 3 months, there have been: 8 thefts from motor vehicles (including catalytic converters, diesel, number plates & items such as satnav); 2 burglaries; 3 attempted burglaries and 1 arrest for possession of cannabis (not a resident of Pitstone). The advice from TVP is to take whatever measures you can to protect your vehicles and property – make use of garages, security lights, alarm systems, install anti-tamper screws to number plates, install security marking on catalytic converters, security mark property and don't leave valuables in your car. PCSO Boston then returned to her patrols.

150/12 **QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS:** None present.

151/12 **DECLARATIONS OF INTEREST:** All councillors have an interest in the Recreation Ground redevelopment as the council is trustee of the Recreation Ground Charity and Pitstone Parish Charity.

152/12 **MINUTES OF THE MEETING** held on 3 January 2013.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council meeting held on 3 January 2013 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

## 153/12 CLERK'S REPORT

The content of the clerk's report (Appendix 1) was noted. To assist the public, the notes on matters arising are duplicated below:

- 1) Minute 131/09.3 – Business Park Signs; Transport for Bucks have secured an additional part-time traffic engineer to move forward with the long outstanding schemes and he will be reviewing the business park in the new year. The parish council will have a further opportunity to comment on the proposals and BCC still aim to install before the end of the current financial year.
- 2) Glebe Close Parking – VAHT advise “I have now received a quote back from the contractor which has been sent for sign off by management here. Given that it is quite a costly project it needs a few signatures but is hoping this will not cause too many further delays. There is no budget left for this year but I am hoping to get it on the list for the next financial year”.
- 3) Glebe Close Resurfacing and Cheddington Road footpath – In Feb 2012 BCC agreed to resurface Glebe Close and Cheddington Road footpath was approved in 2011. Paul Foot confirms that both are still due to be carried out, but no date has been fixed.
- 4) Northfield Road Cycle/Pedestrian Path: HCC advises that the legal agreement between HCC and BCC is still not complete (started 7-8m ago) and therefore they have not received the funds and are unable to scope any works. Requested assistance from Cllr A Davies (BCC) and Cllr N Hollinghurst (HCC) to speed resolution along.
- 5) Minute 65/12.2 – New web site launch: as soon as data populated. Cllr Nicholls progressing.
- 6) Jubilee/Wedding Tree: Signs Realm still progressing
- 7) Minute 95/12.1b – Water Sub Meter for Pavilion: Anglian Water said that any type/make/mark of sub-meter was acceptable. Quote being sought for installation.
- 8) Minute 112/12.5 – Glebe Close Notice board: Received. M F London commenced installation.
- 9) Minute 111/12.d – Exterior signage at pavilion: JFC meeting in mid January
- 10) Minute 111/12.i – Memorial bench/tree: the Wesley family thanked the parish council for granting permission and advise that they will investigate options and come back with proposals

- 11) Minute 112/12.c – Youth Cafe equipment wish list/Amazon: AVYFC has applied for a grant to cover all the equipment they need at all their youth cafes. If successful, the wish list will not be necessary. Place on hold until grant application result known.
- 12) Minute 126/12.b – Pavilion hirers confirmation: chasing responses as neither JFC nor P&ICU responded
- 13) Minute 127/12.3 – Village magazine: IPC working through a number of issues with their publication. No communication received from IPC to request assistance or discuss a merger.
- 14) Minute 141/12.2 – Pitstone Hill car park pot holes: job too large for J Groom. M F London has been asked to assess. Will come back with quote to lay road plainings instead. Also advises that a more permanent fix will be needed within a few years.
- 15) Minute 142/12.4 – Notice-board treatment: correct products identified by Greenbarnes. Need to determine who should carry out works.
- 16) Minute 143/2b – Mounds of top soil at allotments: John Groom going to commence taking the soil he needs. Keys and access codes provided. Will notify once complete so that an updated quote can be obtained to remove remaining soil.
- 17) Minute 143/3a – Lockable Dog Bin for The Crescent: on order.
- 18) Minute 143/3b – Laptop: ordered 29/1/13, due for delivery within 10 days.
- 19) Minute 143/3c – What's On Guide: collecting amendments. Sending link to all existing contributors so they can check their details.
- 20) Roundabout central light – Kevin Allen, BCC Street Lighting, advised that this column has reached the end of its life and a new light has been placed on order for 2013. The parish council will contact to see if there are any opportunities to improve the roundabout at the same time.

#### 154/12 **CORRESPONDENCE**

The correspondence received this month was discussed and noted (Appendix 2). It was **RESOLVED** that no submissions were necessary on behalf of the council to the Anglian Water or the draft Police & Crime Plan consultations.

#### 155/12 **PLANNING MATTERS**

##### Applications:

**12/02843/APP** – single store rear extension to 18 Vicarage Road. No objections were received as a result of the neighbour notification program. Following consideration at the meeting, it was **RESOLVED** to advise AVDC that the parish council had no objection to the application.

**12/01400/FULL** - proposed alterations to Airport Way/Airport Approach Road, infill extensions and alterations to terminal buildings, extensions to existing mid and long term car parks, new taxiway (Foxtrot), extensions to the existing taxiway (Alpha) and aircraft parking aprons (including 6 new stands) and a new multi-storey car park linked to terminal building at Luton Airport. The council **RESOLVED** to wait for further advice from PAIN and follow their recommendations. Submission deadline 18/2/13.

##### Decisions:

**12/02647/APP** – application for extension of time limit for extant permission 09/02425/APP erection of replacement outbuilding for use as games room and gym with mezzanine floor at Little Barley End, Aldbury Lane, Pitstone, Bucks, HP23 5RZ. Permitted (PPC offered no objection).

**12/02521/APP** – Installation of flue (retrospective) at Haldi, 80 Marsworth Road, Pitstone: Permitted (PPC tendered no objections)

**12/02576/ACL** – application for a lawful development certificate for a proposed single storey rear extension and part garage conversion with front infill extension to 95 Windsor Road: Permitted (PPC tendered no objections)

#### 156/12 **PITSTONE PARISH DEVELOPMENT PLANS**

- 1) Leisure Development on the Recreation Ground (Local Government (Miscellaneous Provisions) Act 1976 S19)

- 1.1 **Skate Park**  
Initial meeting with AVDC scheduled for 1pm on 7/2/13. Cllrs Blunt, Nicholls and Ginda in attendance.

- 1.2 **Play Space**  
 Unsuccessful tendering companies notified. The parish council has approval from AVDC to work with Huck Play as the preferred play space provider. An initial meeting with Huck was held on 25/1/13 (Cllrs Blunt, Nicholls and Ginda in attendance) who will respond to PPC with changes to the layout to comply with advice from RoSPA and AVDC. Once all parties are happy the proposal will be submitted to RoSPA for a formal pre-installation inspection and a planning application will be submitted. Any budget implications will be considered and reviewed.
- 1.3 **Removal of Trees**  
 Cllrs Saintey, Arney and Stack to visit site to re-assess advice in topography report. Huck Play to supply details of any further tree works that may be necessary to accommodate revised layout.
- 1.4 **Land under Licence**  
 The parish council is waiting for supporting information from Bidwells to supply to the Charity Commission.

2) Pitstone Development Area:

Meeting with AVDC took place on 4 December 2012. AVDC have yet to supply the promised clarifications arising from this meeting. However, the outlook from Bidwells and the private landowner was very promising and they hope to bring the land to market as soon as possible.

157/12 **PROPERTY ISSUES**

- 1) Pavilion (Local Government (Miscellaneous Provisions) Act 1976)
- a) A number of issues have been identified with the pavilion exits. The parish council is trying to secure a free site survey for means of escape, rather than commissioning a £350 full fire risk assessment.
  - b) It was **RESOLVED** to purchase a set of replacement goal nets along with some necessary hand heels and t bolts (approx £130).
  - c) It was **RESOLVED** to hire the pavilion facilities to Nik Sabatini for the American Scholarship program for £15+VAT per hour.
  - d) It was **RESOLVED** to permit Tring Royals to use the pavilion site as their home base next season.
- 2) Allotments (Small Holding & Allotments Act 1908)
- a) It was **RESOLVED** to accept PAA's proposal not to increase the annual subscription charge for the forthcoming year.
  - b) It was **RESOLVED** not to increase the annual rental for the forthcoming year, remaining at £9.50 per quarter plot per annum.
  - c) The notice will be placed on the allotment site notice-board during February. Fees are due on or before 25 March 2013.
- 3) Playgrounds (Local Government (Miscellaneous Provisions) Act 1976)
- a) It was **RESOLVED** to commission annual playground inspections for Hever Close and Windsor Road, but not the recreation ground on Vicarage Road as this is scheduled for replacement in the spring/summer.
  - b) It was **RESOLVED** to employ Digley Associates to carry out the inspections at the special rates for Came & Co Customers of £40 + VAT per site. The funds for both Hever Close and Windsor Road will be borne from the S106 maintenance monies paid to the parish council.
  - c) It was noted that Digley also offer a quarterly operational inspection for £30 + VAT per site and that the council may wish to consider this once the new playground is installed at Vicarage Road (Huck quote £250 + VAT for a quarterly inspection).
  - d) It was **RESOLVED** to enquire with other local parish councils if there is any interest in holding a half day training session at the Memorial Hall with Digley Associates on routine inspection of playgrounds. Approximately £25 per head.
  - e) It was **RESOLVED** that there was no remedial/maintenance work that the council wished to commission before the inspections took place.

- f) It was **RESOLVED** to accept the costs associated with the repair to the climbing net in Hever Close playground to rectify the fault in the support rod. Again, this amount will be borne from the S106 maintenance provision.

## 158/12 OTHER ISSUES

- 1) General Power of Competence  
It was **RESOLVED** that the parish council meets the eligibility criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order of 2012, namely (a) that the clerk holds the necessary CiLCA qualification including the new Section 7 of GPC and (b) that at least two thirds (in fact, all) of the councillors were elected at the last ordinary election.  
It was therefore **RESOLVED** to adopt the General Power of Competence (Local Government Act 2011 S8) and use this as "the power of first resort". It was noted that adopted of GPC means that the parish council is now unable to utilise S137.  
Eligibility for GPC will remain in place until the council's annual meeting after the ordinary election, when it must re-assess.
- 2) Street Lighting  
(a) The non-standard items to convert the Yardley Avenue hammer-head street light to a twin-head column are on order. Installation anticipated for first week in March.  
(b) Cllr Ginda advised that no further columns were recommended for replacement at present, as none were sufficiently deteriorated. However, he would update the council in February once further inspections had taken place.  
(c) Following consideration of alternative street light energy quotations, it was **RESOLVED** to remain with Eon at 9.2p per unit.
- 3) Mobile Vehicle Activated Sign (mVAS)  
It was **RESOLVED** to accept the quotation of approximately £15 per month from J Leonard & Sons to move the mVAS unit. This will be reviewed once the actual unit has arrived and the contractor can see the actual work involved.  
  
The parish council will arrange the site visit to Westfield Road to confirm the preferred location and then approval will need to be sought from BCC TfB and Taylor Wimpey. If either permission is not granted, the mVAS scheme will operate on the other three roads with Westfield Road following at a later date.  
  
Ellesborough will supply a copy of their risk assessment.
- 4) Grass and Hedge Cutting  
After consideration of the quotations, it was **RESOLVED** to award the contract to Reg Porter for a further year.
- 5) Volunteer of the Year  
Following a discussion, it was **RESOLVED** to postpone selection of a winner until the February meeting as a further advert had been placed in the current issue of PPP.
- 6) Pitstone Recreation Ground Charity and Pitstone Parish Charity Meetings  
(a) **Pitstone Parish Charity**  
No matters arising for consideration by the full council.  
(b) **Pitstone Recreation Ground Charity**  
It was **RESOLVED** to approve the recommendation of the charity and award J Groom & Sons £600 for the work they have undertaken on the football pitch on the recreation ground, as a contribution towards the cost the council would otherwise have to bear to get the grass cut & maintained etc.
- 7) Annual Parish Assembly  
It was **RESOLVED** to set the date for the Annual Parish Assembly for Tuesday 7 May 2013 at 7.30pm.  
It was **RESOLVED** to ask Sue Gregory to set up the room plus supply/serve refreshments (including cake) in the interval.  
It was **RESOLVED** to ask Barry Gregory, DPS, to open the refurbished social room after the event for everyone to view/stay for a drink.  
It was **RESOLVED** to ask Jill Graves to distribute the agendas.

- 8) Portable Skate Park  
AVDC is no longer hiring their portable skate park and are selling their equipment. We understand that AVYFC will be purchasing the equipment so it may be possible to hire via AVYFC in the future.
- 9) Footpath Projects  
Cllr A Davies advises that both the footpath between Pitstone & Marsworth, and a footpath along the B488 from the T Junction to the Windmill Car park), were discussed at the footpaths subgroup meeting. BCC TfB is costing the footpath proposals where this doesn't currently exist and other funding options are being investigated by the committee. A further update will be available at the next footpath sub-committee meeting.
- 10) Youth Cafe  
The reduced opening times and the tuck shop are working well. It was **RESOLVED** to ensure that all food etc was being charged for, including toast and fruit, to cover the cost of provision.
- It will be impossible for the youth cafe to utilise the biggest of the snooker tables donated to them, as it needs a permanent home and is too heavy to manoeuvre or store. The resident that originally donated the table is finding it an alternative home. Unfortunately, this large table is blocking the other snooker/table tennis table that we need to move up to the youth cafe so we need to get it relocated as soon as possible.
- It was **RESOLVED** to purchase to additional storage boxes, a folding sack barrow and two battery operated lanterns to improve the health and safety of operatives trying to get equipment to & from the storage container.
- It was **RESOLVED** to ask the headmistress if she would consider allowing one or two trusted members of the youth cafe team to be responsible for locking/unlocking the premises if necessary.
- 11) Centenarian  
It was **RESOLVED** to arrange for an article in PPP to celebrate the 100<sup>th</sup> birthday of Florence Hawkins on 18 May 2013. It was also **RESOLVED** to send Flo a bouquet of flowers (in vase/water) from the parish council (approx cost £30).
- 12) Bus Shelters  
It was **RESOLVED** to meet the additional cost of £750 per unit to make the proposed bus shelters compliant with highways legislation for installation by a cycle path (ie only half glazed panels and a height of 2.4m).  
It was noted that TW were currently withholding permission for the shelters to be erected, but that the parish council should keep trying to convince them if possible. There is no liability for TW.  
It was **RESOLVED** that if utility plans are required by Queensbury shelters that the council would meet the costs involved.
- 13) 'Local List'  
It was **RESOLVED** that the parish council would be in support of working with AVDC to establish a 'local list' of buildings/features that whilst not suitable for national statutory listing are valued by local people to ensure that such buildings and places are properly considered when planning proposals affected them are presented to the district council. The parish council would be keen to see the old Quarry 1 site and the fish ponds included within such list to secure them extra protection. Councillors will consider any other buildings that may be appropriate.

## 159/12 FINANCIAL ISSUES

- 1) Financial Position & Payments  
It was **RESOLVED** to make the payments outlined in Appendix 3, and the cheques were duly signed by 3 members of the council. The income, debtors and financial reconciliation/summary information was noted. It was **RESOLVED** to chase the bad debtors again during this month and provide another update in February.
- 2) Grant Applications  
It was noted that no grant applications had been submitted this quarter. The Cricket Club advise that they are still investigating whether to pursue a water supply for the recreation ground.

- 3) Annual Review of Internal Controls and Annual Internal Audit  
Both the above were carried out. No amendments were deemed necessary to the current procedures. The chairman was authorised to sign both documents on behalf of the council.
- 4) Bi-Monthly Internal Audit  
The internal audit was completed with no amendments noted or changes to the system of internal review recommended.

## 160/12 REPORTS

### 1) Memorial Hall Committee Meeting

Summary of all the achievements from the past 12 months provided below:

- Refitting the social room and installing French doors to the garden area
- Installing air conditioning to the social room
- Providing a juke box in the social room
- Replacing the soffits and carrying out roof repairs to the walkway beside the recreation ground
- Installing down lighting and providing a new sound system in the main hall
- Providing extra crockery and tables for the main hall
- Installing an internal and external CCTV system
- Installing Wi-Fi provision throughout the building
- Installing new windows in the main hall and the changing rooms
- Decorating the main lobby, main hall toilets and changing rooms
- All doors leading outside have been converted or replaced to have push-bar emergency access
- Improving the electrical system in the main corridor
- Installation of a fire detection system
- Replacement cooker in the millennium kitchen
- Work undertaken to ensure that the hall is fully compliant with the relevant Fire Regulations, health & safety and licensing legislation and the terms of the Equalities Act
- Introduction of new Terms and Conditions of Hire (being issued to new hirers already & to existing hirers on 1 February)
- Revoking the age restrictions on bookings/parties (effective with the new t&c's)
- Re-working the notice-boards in the main lobby to make information for hirers clearer

The council provided the standard £3,000 annual grant and the hire rates for next year only increased by 7.5%.

Further development plans in the pipeline:

- Ramps on the outside of the meeting room and main hall emergency exits
- New shower unit and decoration of the referee's room plus new tiling and decoration for the main changing rooms
- Improvements to the car park surface
- New ceiling in the main hall
- Grants are being sought to modernise the main hall kitchen and toilets
- Grants are being sought to build an additional room at the front of the building and extend the social facilities

The social club transferred £14,000 to the Memorial Hall Committee as part of their end-of-year Deed of Covenant. The club continues to go from strength-to-strength and is currently constrained by the size of the premises available.

Mr Graves has started sweeping the footpath between the hall and recreation ground as requested. Rather than do this on a strict 'monthly' basis, he will do it as and when necessary so that it can be cleared of mud etc after football matches if it is left particularly bad and may pose a slip/trip hazard.

It was noted that the Memorial Hall were considering grit/salt bins for use in the car park and it was **RESOLVED** to donate two existing/unused bins should they progress this option.

- 2) Phase II Open Space Transfer  
AVDC has issued a remedial list to TW to bring the area up to standard prior to adoption covering the woodland walk, the area around Windsor Road play space and the area in front of 51-63. The residents along the woodland walk have all received letters, requesting paving slabs etc are removed and advising how to dispose of garden refuse correctly. AVDC hope to target adoption for February/March 2013.
- 3) Party in the Park 2013 (Saturday 13 July 2013)  
Committee meeting held on 28/1/13. Planning to have both indoor and outdoor stages this year. The outdoor entertainment will stop at 6.30pm but the indoor entertainment will continue until 11pm. Planning more food options this year and wider publicity to generate as much footfall as possible. A grant application will be submitted to a subsequent meeting.
- 4) Daffodil bulbs in grass verge  
BCC are undertaking their own grass verge cutting this year, rather than delegating it to AVDC. Location maps for the daffodil bulbs have been provided to Transport for Bucks along with a request not to cut the Marsworth Road verge or the two triangles where Vicarage Road joins the roundabout, until mid-May when the early flowering daffodils have finished. BCC has acknowledged receipt of the information but confirms that BCC has yet to award the contract for the grass cutting, so he will pass the information to the successful contractor when they are appointed.
- 5) Pedestrian/Zebra Crossings  
A resident has requested zebra crossings by the bus stops along Westfield Road to aid those getting off the bus. Enquiries have been made with TfB but no response has been received. Unfortunately, as this road is yet to be adopted by BCC they are under no obligation to put one in and TW are unlikely to install one before handover.
- 6) Yardley Avenue Health Centre Car Park  
An elderly patient slipped & fell on ice in the car park. The surgery sent the gentleman to the parish council, stating that the car park land belonged to us. VAHT has confirmed that the car park belongs to them, but declined to provide snow clearing. VAHT has advised the surgery that they are welcome to clear the car park themselves and they have also written to the resident to confirm this.
- 7) Road Issues  
Three sinking man-hole covers along Westfield Road have been reported to Taylor Wimpey for urgent repair. Anglian Water attended a leak along Cheddington Road.

161/12 **THE FOLLOWING REMINDERS WERE NOTED**

- AVDC monthly litter picks on approximately 2<sup>nd</sup> of each month
- Parish Council meetings: 28 February, 28 March, 25 April, 23 May, 27 June, 25 July, 22 August, 26 September, 31 October, 28 November.
- Pavilion Committee meeting: 18 March 2013
- Aylesbury Vale Transport Users Group meetings: 5/3/13 at 2pm, 4/6/13 at 2pm and 10/9/13 at 2pm (Correy Cashman)
- Pitstone Road closed at Cheddington Canal Bridge (by Cooks Wharf) 4-22/3/12 for traffic signal replacement, diversion in operation via Ivinghoe and Cheddington
- Play around the parishes booked for Wed 10/4/13 2-4pm, Fri 2/8/13 10-12 and Wed 21/8/13 2-4pm.
- Internal Audit with Charlotte Brooks booked for Wed 8 May 2013
- LAF 11/2/13 in Skewley, 7pm start with drop-in transport session from 6pm – Cllrs Saintey, Blunt & Stack
- Chilterns Access Conference 15/3/13 at Hastoe Village Hall – Cllrs Stack and Arney (tbc)
- Party in the Park: from 1pm on 13/7/13. Outdoor stage will finish at 6.30pm. Indoor entertainment will finish at 11pm.

162/12 **DATE OF NEXT MEETINGS**

The next meeting of the Parish Council will be held on Thursday 28 February 2013. The next pavilion committee meeting will be Monday 18 March 2013.

163/12 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 9.45pm.

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

Chairman

Date: 31 January 2013