

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 28 March 2013
In the meeting room at the Memorial Hall, starting at 7.00pm and concluding at 10pm

The meeting was called to order with a wooden gavel donated to the parish council by Cllr K Ginda. Cllr Ginda was thanked for his kind donation.

179/12 ATTENDANCE AND APOLOGIES

PRESENT: Cllr Saintey (Chair), Cllr Blunt (Vice Chair), Cllr Matthey, Cllr Ginda, Cllr Mrs Stack, Cllr Richardson, Cllr Nicholls, Cllr Mrs Hawkins and Cllr Mrs Arney. Clerk: Laurie Eagling.
Mr Broadbent (co-opted member of leisure development working party). District/County Cllr C Poll.
Mrs Emma Huxley (Beacon Villages Community Library) (part). Mr R Culley & Mr D Frankum (Ivinghoe & Pitstone United Cricket Club) (part).

APOLOGIES: Cllr Mrs Monaghan

180/12 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS:

Mr R Culley (Chairman) and Mr D Frankum (Secretary) of the Ivinghoe & Pitstone United Cricket Club wished to present the council with a copy of their accounts so that the council could see how their grant fitted into the operation of the cricket club, along with other expenditure made by the I&PUCC on equipment and materials for the cricket square on the recreation ground.

I&PUCC provided details of their annual subs and match fees plus fundraising details.

The provision of a water supply to the cricket square was discussed. I&PUCC requested assistance from the parish council to achieve this. It was agreed to make this an official agenda item for April.

Mr Culley and Mr Frankum then left the meeting.

181/12 **DECLARATIONS OF INTEREST:** All councillors have an interest in the recreation ground redevelopment & charity actions as the council is trustee of the Recreation Ground Charity and Pitstone Parish Charity. Many councillors are members of the Beacon Villages Community Library & Cllr Arney assists the library committee with the organisation of the rota.

182/12 **MINUTES OF THE MEETING** held on 28 February 2013.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council meeting held on 28 February 2013 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

183/12 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: Signs approved and ordered by TfB for delivery into their depot before the end of March. In-house sign installation crew should erect the signs in Pitstone during April.
- 2) Glebe Close Parking – Amazing news! Nearly 3 years after we started on this project, VAHT have a start date for the work to begin, of 15 April 2013. The clerk has asked VAHT to contact the parish council should they need to uplift, relocate etc the bench and bin.
- 3) Glebe Close Resurfacing and Cheddington Road footpath: The footpath down Cheddington Road (work first approved in 2011) has been marked up but the work has yet to be carried out. BCC agreed that Glebe Close needed resurfacing in Feb 2012 however Paul Foot has now confirmed that the BCC priority is to address only A and B roads, so this work doesn't even appear on any of the current schedules.
- 4) Northfield Road Cycle/Pedestrian Path: Herts County Council (HCC) has published their draft Urban Transport Plan for Pitstone and Berkhamstead that includes their initial investigations into the foot/cycle path to Tring station along Northfield Road. The full report can be found on their web site: <https://consult.hertsdirect.org/tringberkhamstedutp/> the Northfield Road proposals

being Scheme 12. Essentially, three routes have been considered and the favoured method is an off-road shared foot/cycle path along the length of Northfield Road. This has been categorised as a 'complex' scheme as it will involve the some land transfers to provide sufficient space. HCC currently estimate it will be a long term scheme with an implementation time of 3-5 years if the land issues can be resolved and funding obtained. With regard to the funding provided by Taylor Wimpey, HCC informs us that this has not yet transferred from Bucks County Council to them, as the necessary legal agreement has still not been finalised. Jackie Wesley has been assisting the parish council and has now identified a new contact at BCC. John Rippon has established that BCC has failed to invoice TW for the funds, so Sue Wingrave in BCC Finance will shortly issue the invoice. John Rippon believes that a full legal agreement will not be necessary and the funds should be able to be transferred relatively quickly.

- 5) Marsworth-Pitstone footpath: Full update provided electronically. Marsworth parish council to investigate funding opportunities. Paul Foot/TfB have agreed to investigate the possibility of an old footpath lying under the grass verge between Westfield Road and the railway bridge and they will carry out some trial 'investigations' once they have the necessary data from the utility companies.
- 6) Minute 65/12.2 – New web site launch: as soon as data populated. Cllr Nicholls progressing.
- 7) Jubilee/Wedding Tree: Cllr Arney has erected the plaque to commemorate the Diamond Jubilee.
- 8) Minute 95/12.1b – Water Sub Meter for Pavilion: Will be carried out over next few months.
- 9) Minute 111/12.d – Exterior signage at pavilion: JFC will probably progress once they know the site can become their 'home'.
- 10) Minute 111/12.i – Memorial bench/tree: the Wesley family informs the parish council that the bench is currently under construction and they will then arrange installation at the pavilion.
- 11) Minute 112/12.c – Youth Cafe equipment wish list/amazon: Waiting for list from AVYFC, so can determine the most appropriate way to proceed and fundraise. AVYFC may be able to utilise the second table tennis table.
- 12) Minute 127/12.3 – Village magazine: IPC has taken over production of the Ivinghoe Beacon from the community group and will manage publication themselves "until another team of volunteers can be found".
- 13) Minute 141/12.2 – Pitstone Hill car park pot holes: the work will be undertaken in April/May time as this will be much cheaper. National Trust provided contact details for Elmside Transport who can supply 20 tons for approx. £200 if there are working for highways in the area, as they have previously done for National Trust. If we source immediately from other suppliers, or this contractor & they have to ship it in, the cost rises to approx. £300 for quarter of the amount.
- 14) Minute 142/12.4 – Notice-board treatment: correct products identified by Greenbarnes. Need to determine who should carry out works.
- 15) Minute 143/2b – Mounds of top soil at allotments: John Groom has now used all he can at this point in time. He could take further supplies in the summer. Updated quote requested (but not yet supplied) to move the soil to the old allotment site, possibly to leave in a heap so that the ground keeper can access further soil if necessary. The parish council resolved to spend up to £3,000 as part of the budget process.
- 16) Minute 143/3a – Lockable Dog Bin for The Crescent: now installed.
- 17) Minute 143/3c – What's On Guide: collecting amendments.
- 18) 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 has asked if we can enhance the roundabout at the same time, but no confirmation/ideas have been received back.
- 19) Minute 157/12.2c – Allotment tenancy renewals: raised cheque to transfer all annual subs x 69 plots to PAA. At the time of the meeting only 2 plots remained outstanding and both tenants had confirmed they did wish to proceed so payments were anticipated shortly.
- 20) Minute 157/12.3d – Regular Playground Inspection Training: BALC investigating if this is something they could offer to their wider membership base before PPC issue an email to all local councils to gauge interest. Really need to know when new playground will be installed before this can be arranged, as a play space is needed adjacent.
- 21) Minute 158/12.3 – mVAS: No date yet for either training session in Coldharbour or equipment installation. Disappointingly, Taylor Wimpey is still refusing permission for the ground anchor to be installed along Westfield Road until the land is transferred to BCC. Invoice for goods received from BCC and raised for payment.
- 22) Minute 158/12.12 – Bus Shelters on Westfield Road: Disappointingly, Taylor Wimpey is still refusing permission for the shelters to be erected until the land is transferred to BCC.
- 23) Minute 158/12.13 – 'Local List': Cllr Corry Cashman will advise if AVDC pursuing
- 24) Minute 160/12.5 – Pedestrian Crossings: Request lodged with TfB for pedestrian crossings by Westfield Road bus stops. Problem lies in fact that ownership not yet transferred and therefore neither party willing to progress at present.
- 25) Minute 173/12 – Acronis True Image: second licence not purchased

- 26) Minute 175.3 – Highway Cameras: TfB confirmed that these were used by BCC for traffic monitoring/counting but were funded & maintained by TVP who used the equipment for crime prevention. TVP can access number plate data from the cameras but BCC can't.
- 27) Minute 172/12.c – Pavilion Checks: fire equipment annual service booked for 26/4/13 at 9am. 5 year electrical safety inspection check/PAT tests (including youth café equipment)/Annual Fire Alarm service/fix storage heater etc carried out on 14/3/13 but further work required to fix a problem on kitchen circuit/storage heater/labelling & recording and find new call panel for fire alarm.
- 28) Minute 173/12.1 – Replacement Lighting Columns: Cllr Ginda to seek advice from BCC re timely replacement of street light columns

184/12 GRANT REQUEST

It was **RESOLVED** to pull forward the agenda item on the grant request for Beacon Villages Community Library. Emma Huxley, BVCL Chair, explained the latest position with Bucks County Council and their funding situation and answered questions tabled by members of the council.

It was **RESOLVED** to release the previously ring-fenced funds of £3,750 for the current financial year. Whilst very supportive of the services the library was providing, it was acknowledged that such high levels of grant funding were probably not sustainable into the future and were being provided as a temporary measure to help establish the community library.

Mrs Huxley then left the meeting.

185/12 CORRESPONDENCE

The correspondence received this month was discussed and noted (Appendix 2).

186/12 PLANNING MATTERS

Applications:

13/00673/ALB – Application for Listed Building Consent to repair wall around front door and replace existing front door and frame at 19 Pitstone Green Cottages, The Green. No objections were received as part of the neighbour notification program. Following discussion at the meeting it was **RESOLVED** to advise AVDC that the parish council had no objection to this application.

Decisions:

13/00212/APP – Alteration to garage to create residential accommodation and garage at 95 Windsor Road: permitted (PPC tendered no objections).

Other:

The council noted the changes to the scheme of officer delegated powers at AVDC and noted the updated details regarding CIL (Community Infrastructure Levy) and NHB (New Homes Bonus) funding allocations.

187/12 PITSTONE PARISH DEVELOPMENT PLANS

1. Leisure Development on the Recreation Ground

1.1. **Skate Park**

AVDC hope to have the Expression of Interest and associated documentation ready for publication during April. Based on this information and AVDCs 18 week procurement, this would take the decision point up to the end of August. Pre-installation inspection/planning will take the project through to the start of January. Possible install mid-January 2014 so can open for Easter holidays at start of April 2014; or if weather dictates, a March start may be necessary which would complete in mid May 2014.

PPC agreed to keep chasing the draft Expression of Interest and written confirmation of the fee/terms from AVDC.

1.2. **Play Space**

The parish council agreed to continue chasing the supplier for the final amendments to the design plan. Once in receipt, the council will:

(1) submit the plans to RoSPA for a pre-installation plans inspection at the cost of £250 + VAT, then receive £50 discount off post-installation inspection. It is anticipated that RoSPA will respond within 2-3 weeks.

(2) submit the details to AVDC planning, to calculate the planning fee.

Work anticipated to commence in September (allowing for 3 months planning process prior) and complete during November.

- 1.3. **Removal of Trees**
See relevant charity section.
- 1.4. **Land under Licence**
See relevant charity section.
2. Pitstone Development Area:
See relevant charity section.

188/12 **PROPERTY ISSUES**

- 1) Pavilion
 - a) It was **RESOLVED** to approve the quotation of £985 + VAT for the work required to the kitchen door. It was also **RESOLVED** to approve the minor works to the central door and the signage. Both measures required to bring the pavilion building up to the required standard for the Fire Regulations Means of Escape.
 - b) It was confirmed that the net supports for the socketed goals (£205 + VAT) were required (previously resolved) and the order has been placed.
 - c) It was **RESOLVED** to accept the proposed Hire Charges for the 2013/14 Season. These will now be circulated to the member clubs.
 - d) It was **RESOLVED** to accept the proposed changes to the cleaner/caretaker role and to delegate power to appoint the cleaner/caretaker to the staffing committee. Responses to the advertising due by 4/4/13.
 - e) It was **RESOLVED** to adopt the updated Health and Safety Risk Assessment and the Chairman was duly authorised to sign on behalf of the council.
 - f) It was **RESOLVED** to purchase the necessary additional equipment eg step ladder.
 - g) The parish council expressed thanks to the Pitstone & Ivinghoe United Football Club (seniors) for the kind donation of a set of junior click-together goals.
 - h) The minutes of the pavilion meeting, previously circulated, were noted.
- 2) Play Space

It was **RESOLVED** to try and identify a temporary solution for the soil erosion in the mouth of the kicking goal.

189/12 **OTHER ISSUES**

- 1) Annual Parish Assembly

Final amendments were made to the order of business on the agenda. This will now be printed and distributed.
- 2) Membership of NALC/BMKALC/LCR

It was **RESOLVED** to renew annual membership to the above, at a total cost of £400.80.
- 3) Pitstone Recreation Ground Charity and Pitstone Parish Charity Meetings

The following issues, discussed in the charity meetings, required consideration/action by the full parish council:

- (a) **Pitstone Recreation Ground Charity**

The charity has determined that certain tree works are necessary on the land they manage under licence from the Pitstone Parish Charity and to facilitate the proposed leisure development. These works encompass part of the S106 submission for the play space/skate park to AVDC from Pitstone Parish Council. The parish council **RESOLVED** to approve the quotation supplied by Roderick Wilson, totalling £605, and under the original S106 estimation.

(b) **Pitstone Parish Charity**

The content of the meeting was noted, including the latest information on the potential future management of the land under licence and bringing the Pitstone Development Area to market. There was no direct action for the full parish council arising.

- 4) Best Kept Village Competition
It was **RESOLVED** to enter the above competition, judged in June, at a cost of £12.
- 5) Rt Hon Eric Pickles '50 Ways to Save'
Reassuringly the parish council already undertakes most of the suggested courses of action. It was **RESOLVED** to take action wherever appropriate and effective, on the remaining areas eg cease sending PPP advertisers a hard copy of the magazine & refer them to the web site; cut mileage payments to the HMRC recommended rate of 45ppm with effect from 1/4/13; pursue banner advertising opportunities for pavilion; consider potential sponsors/weekday season ticket opportunities for pavilion.
- 6) Clerk's Annual Incremental Grade Increase
It was **RESOLVED** to award the annual incremental grade increase (to SPG31), equating to an additional 41.8pph. It was noted that there is likely to be no central public sector pay award for the fourth year running.
- 7) PPP submissions
The summary previously circulated was discussed and approved.
- 8) Verge either side of layby opposite Masons
After much discussion, it was **RESOLVED** to use the spare soil at the allotments to repair the damage caused either side of the layby and increase the height of the verge to discourage vehicles driving over the grass instead of correctly manoeuvring out of the layby. This will reduce the cost implication to the council of removing/disposing of the soil and will improve the aesthetics of this central part of the village. Bucks County Council Transport for Bucks has granted approval.
- 9) Membership to SLCC
It was **RESOLVED** to renew membership to this body at a cost of £145pa.

190/12 **FINANCIAL ISSUES**

- 1) Grant Applications
Following a presentation on behalf of Party in the Park, it was **RESOLVED** to award a grant of £1,000 as this event provides support for many local charities and businesses, as well as providing a showcase for local talent and providing entertainment/attracting tourism. It was noted that the parish council's public liability insurance did not extend to activities that were not organised by the council. It was finally **RESOLVED** that the parish council did not need a stand at this year's event.
- 2) Chairman's Expenses
It was **RESOLVED** to pay the Chairman's expenses for 2012/13 as per the submitted expense sheet. This followed a move away from the previous 'allowance' structure.
- 3) 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.
- 4) Internal Audit
The regular internal audit checks were undertaken with no recommendations made for amendments to the procedures.

191/12 **REPORTS**

- 1) The update from the Ivinghoe & Pitstone United Cricket Club was noted.
- 2) Cllr Saintey provided an update from the Memorial Hall Committee meeting on 25/3/13, including the resignation of the Vice Chairman, Mark Robinson, due to other commitments.

- 3) The clerk was asked to contact the merchants that have left advertising hoardings in Westfield Road and Chequers Lane for some time or report them to the council.

192/12 THE FOLLOWING REMINDERS WERE NOTED

- AVDC monthly litter picks on approximately 2nd of each month
- Parish Council meetings: 25 April, 23 May, 27 June, 25 July, 22 August, 26 September, 31 October, 28 November.
- Pavilion Committee meeting: 8 July 2013
- Aylesbury Vale Transport Users Group meetings: 4/6/13 at 2pm and 10/9/13 at 2pm (Corey Cashman)
- 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 23/5/13, 7pm start with drop-in transport session from 6pm – Cllrs Saintey, Blunt & Stack normally attend but this one clashes with PPC meeting
- Hever Close and Windsor Road playground inspections scheduled for April
- Party in the Park, Saturday 13 July 2013 (until 6.30pm outdoors and 11pm indoors)
- BALC Parish Liaison Meeting Wed 17/4/2013
- Ivinghoe parish assembly – 17/4/13 at 7.30pm

193/12 DATE OF NEXT MEETINGS

The next meeting of the Parish Council will be held on Thursday 25 April 2013. The next pavilion committee meeting will be Monday 8 July 2013.

194/12 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 10pm.

Signed: _____
Chairman

Date: 25 April 2013