

# PITSTONE PARISH COUNCIL

**NOTICE IS HEREBY GIVEN OF THE MEETING** of the Parish Council  
to be held in the **Millennium Room** of the Memorial Hall on Thursday 30 June 2016 at **7.30pm**

Laurie Eagling, Clerk to the Council  
9 Warwick Road, Pitstone, LU7 9FE  
Tel: 01296 660791

Signed \_\_\_\_\_  
Date : 24 June 2016

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## A G E N D A

1. **ATTENDANCE AND APOLOGIES**
2. **RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS** – residents monthly opportunity to raise their questions or concerns with the parish council
3. **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** from councillors on matters to be considered at the meeting
4. **MINUTES** - To resolve that the minutes of the parish council meeting held on 26/5/16 be signed as a correct record
5. **CLERK'S REPORT** – receive any update to the matters arising, for information only
6. **CORRESPONDENCE** - Consider correspondence received & receive notification of any additional items

### Committee Reports:

7. **SPORTS & LEISURE COMMITTEE – CLLR GROOM, CHAIR OF COMMITTEE**
  - 7.1 Note minutes of Sports and Leisure Committee meeting held on 13/6/16
  - 7.2 Note subsequent update from 1<sup>st</sup> Ivinghoe & Pitstone Scouts
  - 7.3 Note subsequent update from New Homes Bonus
  - 7.4 Note/approve latest build plans for the site and invitation to supply quotations for initial concept drawings
  - 7.5 Approve remedial actions: consider/approve remedial actions required since last meeting including removal of rolling barrel for safety reasons, re-concreting of swing leg on recreation ground and other minor works
8. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
  - 8.1 No planning committee meeting had been required this month. No applications received.
  - 8.2 Note revised draft Vale of Aylesbury Plan, public consultation events, presentation to the council and deadlines
9. **RECREATION GROUND CHARITY COMMITTEE – CLLR MATTEY, CHAIR OF COMMITTEE**  
No report this month.
10. **PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE**  
No report this month

## 11. STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE

- 11.1 Approve change to schedule of salary and related payments re auto enrolment pension process
- 11.2 Note Capel Manor cancelled Lantra Tree Inspection training – will be rescheduled
- 11.3 Approve payment of overtime for clerk

### Working Group Matters:

## 12. PITSTONE DEVELOPMENT AREA – Note update.

## 13. LOCAL AFFORDABLE HOUSING – investigation continues into Housing Needs Surveys

## 14. TRAFFIC / HIGHWAYS / PATHS

### 14.1 Ben Hamilton-Baillie Project

- a) Note final feedback from Ben Hamilton-Baillie report and adopt as principle for ongoing highways proposals
- b) Note Local Area Forum confirmed funding contribution towards Stage 1 Road Safety Audit and approve necessary match funding
- c) Approve submission to LAF for 2017/18 grant towards full Stage 3 Feasibility Report

### 14.2 Path to Marsworth

- a) Note receipt of Feasibility Report from BCC/TfB
- b) Consider/approve use of Pitstone PC as main banker for the two parishes
- c) Consider/approve New Homes Bonus application

### 14.3 mVAS - Conduct annual review of mVAS policy and risk assessment, and adopt

## 15. PITSTONE YOUTH CAFÉ

- 15.1 Receive feedback from volunteers meeting on 29/6/16
- 15.2 Consider feedback from year 6 meeting 16/6/16 and taster sessions (22/6-13/7)
- 15.3 Consider/approve year-end token of appreciation for volunteers
- 15.4 Consider long term staffing model for discussion with Café Manger in July
- 15.5 Consider if wish to commission holiday skate board sessions
- 15.6 Note other updates and approve associated costs

### Other Issues:

- 16. **STREET LIGHT REPAIRS:** approve costs associated with repair of 4 faulty street lights
- 17. **EON DEEMED CONTRACT RATES:** note price increase from 1/7/16 and consider re-comparing market
- 18. **BCC HOME TO SCHOOL TRANSPORT CONSULTATION:** determine any response wish to submit
- 19. **BCC LOCAL FLOOD RISK MANAGEMENT POLICY CONSULTATION:** determine any response wish to submit
- 20. **POLICE AND CRIME COMMISSIONER SURVEY** seeking views on policing and crime in Thames Valley: determine any response wish to submit
- 21. **PRS MUSIC LOCAL AUTHORITY CONSULTATION:** determine any response wish to submit
- 22. **AVDC COMMUNITIES TEAM CONSULTATION:** determine any response wish to submit
- 23. **TOWN LANDS CHARITY / WILLIAMSON TRUST:** approve re-appointment of trustees
- 24. **EQUAL OPPORTUNITIES POLICY:** conduct annual review and adopt
- 25. **ANNUAL REGISTRATION WITH ISO AS DATA CONTROLLER:** annual return and associated fee now due

Financial Issues:

**26. YEAR END RETURN:**

- 26.1 Consider report from IAC Internal Auditors dated 2/6/16
- 26.2 Consider and approve the Annual Governance Statement 2015/16
- 26.3 Consider and approve the Bank Reconciliation to 31/3/16
- 26.4 Consider and approve Explanation of Variances 2015/16
- 26.5 Consider and approve the Accounting Statement for 2015/16
- 26.6 Approve confirmation regarding exercise of electors' rights

27. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor information for the month.

28. **INTERNAL CONTROLS:** Conduct all necessary internal controls

Other Reports:

- 29. Receive feedback from AVALC meeting on 7/6/16 – Cllr Saintey
- 30. Receive feedback from AVDC unitary meeting on 7/6/16 – Cllr Crutchfield
- 31. Receive feedback from LAF meeting on 9/6/16 – Cllrs Saintey, Crutchfield and Stack
- 32. Note mVAS data from Vicarage Road April/May 2016
- 33. Note other reports, reminders, forthcoming events and agenda items for 28/7/16

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS**