

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 7 January 2016
in the Meeting Room at the Memorial Hall, starting at 7.30pm and
concluding at 8.55pm

123/15 ATTENDANCE AND APOLOGIES

COUNCIL PRESENT: Cllr Saintey (Chairman), Cllr Nicholls (Vice Chairman), Cllr Mrs Stack, Cllr Mrs Arney, Cllr Blunt, Cllr Mrs Crutchfield, Cllr Mrs Groom, Cllr Weber, Cllr Matthey and Cllr C Starling.
Clerk: Laurie Eagling.

OTHERS PRESENT: NDP Chairman Tony Clare (departing after NDP). Cllr Rob McCarthy of Aldbury Parish Council. Two members of the public.

124/15 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled by the members of the public.

125/15 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

- Kris Weber, Colin Starling, Margaret Crutchfield and Jo Groom declared an interest as they sit on the Neighbourhood Development Plan (NDP) Steering Group for which a dispensation to discuss, but not vote, exists.
- Cllr Blunt declared an interest as Chair of Governors for Brookmead School for which a dispensation to discuss, but not vote exists.
- Cllr Groom declared a pecuniary interest as relative to A J Groom & Son Ltd.
- All councillors declare a standing interest in the actions of the Recreation Ground Charity and Pitstone Parish Charity as the council as a corporate body is trustee of both.
- Cllr Starling declared an interest as resident of Vicarage Road in Pitstone.
- Cllr Matthey has a standing declaration as the parish council's representative on the Memorial Hall Committee, for which a dispensation to discuss, but not to vote, exists.
- Cllr Saintey declared a standing declaration as a member of the National Trust Ashridge Committee.
- Cllrs Arney, Weber and Starling declared an interest in the update from the Planning Committee, as all reside near application sites.
- Cllrs Arney and Stack declared pecuniary interests as members of Friends of Pitstone Church who have submitted a grant application.

126/15 MINUTES OF THE MEETING held on 26/11/15

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council meeting held on 26 November 2015 were true and accurate record of the proceedings. The Chairman was authorised to sign the council minutes on behalf of the council.

127/15 CLERK'S REPORT

The following updates to matters arising were noted:

- 1) Northfield Road Cycle/Pedestrian Path: Herts County Council (HCC) previously advised that the feasibility study had identified a likely cost of £600k to deliver the foot/cycle path, with potentially another £100k needed as a contingency. £115,716.65 S106 funding provided by Taylor Wimpey via Bucks County Council and approximately £35k S106 funding provided from another development in Tring, bringing the total provision at present to approximately £150k. HCC will speak to all layers of government & other bodies to identify other potential funding sources eg their locality funding, highways budget, SUSTRANS, cycling bodies, Network Rail etc. Other options include further S106 contributions (nominated by BCC or HCC) or New Homes Bonus. The parish council may also like to provision a contribution for the next few years. In the meantime, HCC are approaching the two landowners by the pinch points and investigating alternative engineering solutions. Still very keen. Will keep the parish council advised of anyway we can assist or progress. ETA 2018/19.
- 2) Castlemead Issues: Steve Essam at Transport for Bucks in charge of negotiating highways handover with Taylor Wimpey.
- 3) Castlemead Lighting: Requirements for Phase V, and Phases I-V, submitted. Daniel Hadaway of JLES Group handling Phase V. Tyler Merries of TDS responsible for

- Phases I-IV. BCC advise that adoption can't take place until post Westfield Road adoption. BCC to adopt Westfield Road and industrial estate lighting in due course.
- 4) Castlemead Post Box: Gary Plummer at Royal Mail says that the delay has been caused by an inability to obtain water utility diagrams for the area. The clerk obtained the plans from AVDC leisure services and supplied to Royal Mail. Work continues.
 - 5) Leisure Land by the Recreation Ground, including Skate Park and Play Space: No action can be taken by the Parish Council at this point. Parish Charity is unable to negotiate until such time as planning permission has been granted & therefore sale of the PDA has completed.
 - 6) Football/Tennis/Netball/Scout Hut: all being discussed as part of pavilion redevelopment project
 - 7) First Time Sewerage for end of Cheddington Road – AW advised local residents that this work has slipped from 2017 to 2019/2020 due to other priority works being identified.
 - 8) Rushendon Furlong/Ryden Homes S106: legal agreement for 40 dwellings provides 35% affordable housing (6 x 1 bedroom flats & 4 x 2 bedroom flats for rent plus 2 x 2 bedroom and 2 x 3 bedroom houses for shared ownership), £230,793k senior school education contribution (index linked), amenity land, £40,000 public transport contribution (index linked) with £30k to be spent on 2 x real time information display panels and 2 x bus shelters plus £10k spent on “the provision of a sustainable community transport and dial-a-ride service”, a travel plan to encourage residents of the scheme to utilise sustainable transport & £5k (index linked) for BCC to monitor the travel plan, index linked sport & leisure contribution based on profile of houses and taking into account any on site provision.
 - 9) Pending path & highway remedial works – Paths: Vicarage Road to be widened and relayed by Vicarage Road development. Highways: The Crescent, mid-section of Yardley, Marsworth Rd up to Ivinghoe, Queen St by shop; curb stones by May Fu; Rushendon Furlong pot hole (40004448), Marsworth Road islands (40003935), manhole at entrance to Forge Flats (40004447)
 - 10) Internal Audit recommendations – Remaining items still to be investigated: (b) investigate move to income & expenditure accounting
 - 11) Current VAHT issues: 2 large pot holes by entrance to Yardley Avenue garage and 2 bollards down by junction of Cheddington Road/Yardley Ave all now repaired/replaced.
 - 12) Access to Tring Station: will be issued in the post-Christmas edition of PPP.
 - 13) Hedge Extension: on the recreation ground to be carried out by the Cricket Club in the winter
 - 14) mVAS Trials: 2 weeks with no LED vs 2 weeks with LED (awaiting conclusion and results); next Marsworth Road to capture vehicles travelling from Ivinghoe.
 - 15) Playground works: replacement toddler swing installed. Replacement rolling log at Hever Close installed 16/12/15.
 - 16) Castlemead Public Open Space Phase III: work continues between AVDC and Taylor Wimpey to bring the Phase III open space (from Castle Close to Dover Close) up to acceptable adoptable standard. A further site visit has taken place and an updated list of requirements provided to TW.
 - 17) Windmill path RoW maintenance: contractor confirmed that one cut in July could be accommodated
 - 18) Blue/White Lighting: information provided by the supplier and further investigated by Cllr Nicholls. The lighting meets all necessary safety standards. No further action required.
 - 19) Unmetered electricity certificate: data submitted to UMSO who have updated the certificate and issued to Eon.
 - 20) Replacement Sorbus Magastica: 10-12cm girth bare-root 3-3.5m Sorbus Magastica (largest available) £76.99 + £20 delivery from Buckland Nurseries. John Lowe has agreed to plant, stake & strap. Order placed. Non stock item. Nursery apologise for delay - delivery date still awaited but is anticipated within 2 weeks.
 - 21) Tree works: Tim Wilson advises that the earliest he can schedule the works is week commencing 4 January 2016.

128/15 CORRESPONDENCE

The correspondence received this month was discussed and noted.

- 1) It was **RESOLVED** to write in support of the letter from Aldbury parish council urging Herts and Bucks to work together re Tring.
- 2) It was **RESOLVED** to add the West Midlands Rail consultation (open until 22/3/16) to the next agenda.
- 3) It was **RESOLVED** to add the New Homes Bonus consultation (open until March) to the next agenda.

1) Pitstone NDP

Tony Clare, Chair of the NDP, explained that:

- i. AVDC Regulation 16 public consultation ran from 10 November 2015 to 22 December 2015. AVDC advise that 78 responses were received to the consultation, 69 were offering support (particularly for the designation of Local Green Space), 4 raised concerns (including Gladman) and 5 offered general support but additional comments. A petition signed by 449 residents in support of the Local Green Space designation was also submitted to AVDC. AVDC supplied all the responses to the appointed examiner (see below) before Christmas.
- ii. Christopher Collinson, member of NPIERS panel, has been appointed to examine the Pitstone NDP commencing in January (for a period of 6 weeks). Mr Collinson will supply his report to AVDC who will make a recommendation to Pitstone Parish Council.
- iii. The NDP Treasurer, Ann Broadbent, submitted a financial summary. £800 remains in the budget for the current financial year. Options are being considered for a final grant application to support the final plan and referendum.
- iv. The Groundwork UK End of Grant Report for the existing activity has been submitted.
- v. Tony Clare confirmed that all homes should have received one leaflet and a second leaflet inside a Christmas card during December, to maintain momentum, keep residents informed and raise awareness of key issues eg the Local Green Space designation for The Crescent. It was noted that a few residents appeared to have not received the second delivery and apologies were expressed if this was the case and some had been unintentionally omitted.

Tony Clare was thanked for his work and attendance and then departed the meeting.

130/15 **PITSTONE DEVELOPMENT AREA (PDA)**

No update from the landowners due until the end of January.

131/15 **SPORTS AND LEISURE COMMITTEE**

1) Pavilion/Sports Ground – Football/Netball/Tennis/Others sports, community, scouting uses

1.1 Remedial Works

It was **RESOLVED** to meet the cost of the following remedial works at the pavilion this period: replace displaced roof tiles; repair damaged referee room door following lock failure; replace broken kettle; replace urn fuse; replace kitchen water heater (old unit no longer heating to correct temperature); install extra support posts for section of falling fencing; and repair/replace bolts to three wooden gates following vandalism.

It was noted that the problems with unauthorised access continue which has severely damaged the pitch during the Christmas school holidays. A number of possible options to be considered by the Sports and Leisure Committee.

1.2 Site Redevelopment

- a) Sports and Leisure Committee meeting scheduled for 13 January 2016.
- b) Application submitted to Hanson relating to existing covenant and response awaited.
- c) Initial response received from Sport England.
- d) Town Lands Charity meeting scheduled for January.

2) Playground and Asset Inspection Issues

2.1 Remedial work

It was **RESOLVED** to meet the cost of the following remedial works arising this period: one smashed bin sleeve and two bins with internal & lock damage.

2.2 Play Space Planning

It was noted that the existing planning permission for the new play area expires in June 2016. It was **RESOLVED** to re-apply for an extension to this permission and meet the associated costs.

- 2.3 Play around the Parishes
It was **RESOLVED** to liaise with other neighbouring parishes and discuss further at the next meeting.

- 3) Other
It was noted that the Youth Forum had requested a meeting on 13/1/16 with the Parish Council to discuss play and skate provision.

132/15 **PLANNING**

- 1) Planning Committee
Cllr Crutchfield, Chair of the Planning Committee, provided an update on the resolutions passed at the planning committee meeting earlier that evening. The minutes of which are available separately.

133/15 **OTHER ISSUES**

- 1) Ben Hamilton Baillie (BHB) Highways Feasibility Study
Transport for Bucks had provided feedback on the initial draft report. BHB will respond shortly.
- 2) Pitstone to Marsworth Footpath Project
Bucks County Council advised that they were not in a position to release the feasibility study at present, and hoped to attend the meeting on 28 January 2016 to do so.
- 3) Bucks County Council owned land by The Crescent
It was noted that Carter Jonas/Bucks County Council had not submitted opposition to the proposed Local Green Space designation consulted by AVDC under Regulation 16. It was therefore **RESOLVED** to temporarily place the matter on hold.
- 4) Bucks County Council Local Transport Plan 4 Consultation
It was **RESOLVED** that no response was required from the Parish Council.
- 5) Bucks County Council Safer Bucks (Crime and Disorder) Plan Consultation
It was **RESOLVED** that no response was required from the Parish Council.
- 6) PPP
The draft submission was approved with the amendments discussed. It was **RESOLVED** to add information about the West Midlands Rail consultation.
- 7) Parish Map
Work continues, carry forward to next meeting.
- 8) Guide to Information Available
It was **RESOLVED** to adopt the updated Guide to Information Available that reflects the latest requirements under the Local Government Transparency Code 2015.
- 9) Queen's Birthday Beacons
The opportunity was noted. Ivinghoe Parish Council own the beacon utilised for the Diamond Jubilee, however their parish council has not had chance to consider this opportunity at present. Therefore, carry forward to the next meeting once their response is known.
- 10) Youth Café
10.1 Brookmead School has not yet provided a revised Occupational Licence for signature.
10.2 Discussions with AVYFC pending. Carry forward to next meeting.
- 11) Auto Enrolment Pension Liabilities
Carry forward to next meeting.

134/15 **FINANCIAL ISSUES**

- 1) Grant Request from Friends of St Mary's Church, Pitstone
Council considered the grant request from Friends of St Mary's Church, Pitstone, to install a water supply that will enable fund raising activities including the Festival of Art and Flowers. It was **RESOLVED** to award £1,500 at the present point in time and to encourage applications to other bodies.

- 2) Donation Request from Chiltern Conservation Board
It was **RESOLVED** not to supply a donation to the Chiltern Conservation Board.
- 3) Standing Orders and Financial Regulations
It was **RESOLVED** to adopt the updated documents that now include the additional requirements laid out in the Public Contracts Regulations 2015, and the Chairman was duly authorised to sign on behalf of the council.
- 4) External Audit / Smaller Authorities' Audit Appointments Ltd
It was **RESOLVED** to remain within automatic appointment under the new regulations.
- 5) Financial Position & Payments
The council **RESOLVED** to make the payments outlined in the December Financial Summary. Two councillors undertook to authorise the transactions for BACS transfer, signed the cheque, and initialled the corresponding paperwork. The bank reconciliation, creditor/debtor information, receipts and payments were noted.
- 6) Final Draft of Budget for 2016/17
The final draft of the budget for 2016/17 was considered. No amendments were requested. The final submission needs to be approved on 28/1/16 and notified to AVDC on 29/1/15.
- 7) Internal Controls
The regular internal controls were conducted with no amendments requested or issues arising.

135/15 **REPORTS**

- 1) Clerk provided feedback on recent webinar.
- 2) The mVAS report for Marsworth Road was noted. It was **RESOLVED** to include some individual, rather than trend data, in the next report.
- 3) Cllr Saintey provided feedback on the AVALC meeting from 5/1/16.
- 4) A number of faulty street lights have been reported to Taylor Wimpey and BCC. Lamps & Tubes have already attended and repaired a number of PPC street lights.
- 5) Cllr Matthey advised that the Pitstone Memorial Hall Charity committee meeting was being held on 12/1/16 and an update would follow.
- 6) The other reports, reminders and forthcoming events were noted.

136/15 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 28/1/16, 25/2/16, 24/3/16, 28/4/16, 26/5/16, 30/6/15, 28/7/15, 25/8/16 (moved from 1/9/16), 29/9/16, 20/10/16, 24/11/16, 5/1/17
- Sports and Leisure Committee meetings: 13/1/16
- PPP Publication dates: January, April, July, and October.
- BCC LAF traffic calming sub-group meeting 7/1/16 – Cllr Stack in attendance (tbc)
- AVALC (Aylesbury Vale Association of Local Councils) 1/3/16, 7/6/16, 6/9/16, 28/10/16 – Cllr Saintey attending
- Party in the Park 16 July 2016
- Queen's 90th Birthday: 21 April 2016
- LAF: 21/1/16 Wing Village Hall

137/15 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 28 January 2016. The following items were notified as being on the agenda:

- 1) Allotment fees for 2016/17
- 2) Review of licence between Pitstone Allotment Association and PPC
- 3) Consideration of nominations for Volunteer of the Year
- 4) Neighbourhood Action Group
- 5) Policies due for review: Communications, Community Engagement and Grant Awarding
- 6) Presentation of Marsworth-Pitstone path feasibility study by Allan Purchase
- 7) New Homes Bonus Consultation
- 8) West Midlands Rail Consultation
- 9) End of trial/continued use of Breevy software

138/15 **CLOSURE OF MEETING**

Before the meeting closed, a member of the public wished to reiterate displeasure at the NDP Christmas mailings and to encourage the parish council to look favourably at Play around the Parishes and the Queen's Birthday Beacons when they return to the agenda next month.

There being no further business to be transacted, the Chairman then closed the meeting at 8.55pm.

Signed: _____
Chairman

Date: 28 January 2016