

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 28 January 2016
in the Meeting Room at the Memorial Hall, starting at 7.30pm and
concluding at 10pm

139/15 ATTENDANCE AND APOLOGIES

COUNCIL PRESENT: Cllr Saintey (Chairman), Cllr Nicholls (Vice Chairman), Cllr Mrs Stack, Cllr Mrs Arney, Cllr Mrs Crutchfield, Cllr Weber 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 Mentmore Parish Council. District Councillor Derek Town. Cllr Bob Kennedy of Marsworth Parish Council. Mrs Sue Gregory representing Party In The Park. Richard Cato to present details of the Party In The Park grant request (departing after his presentation). PCSO Jackie Dodson to present the Neighbourhood Action Group (NAG). Allan Purchase of Bucks County Council to present the conclusions of the feasibility study into the path to Marsworth. Martin London, resident.

APOLOGIES: Cllr Blunt (work commitment); Cllr Matthey (work commitment); Cllr Mrs Groom (unwell); District Councillor Sandra Jenkins (work commitment) and County Councillor Avril Davies (work commitment).

140/15 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled by the members of the public.

141/15 NEIGHBOURHOOD ACTION GROUP – PCSO JACKIE DODSON

Residents monthly opportunity to raise their queries or concerns with Thames Valley Police. No residents tabled any questions for PCSO Dodson. PCSO Dodson provided a crime update. She advised residents to be vigilant following a recent spate of thefts, particularly of tools from vans. There had been 1 burglary in Chequers Lane. There had been 1 report of attempted incitement to encourage a teenage girl into a vehicle that was still under investigation, a second incident had proved to be unrelated. PCSO Dodson confirmed that British Transport Police had jurisdiction over speeding in the car park at Cheddington train station.

PCSO Dodson was thanked for her time and departed to continue her patrols.

142/15 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Cllrs declared no additional interests apart from those regularly declared at each meeting ie:

- Kris Weber, Colin Starling, Margaret Crutchfield and Jo Groom declare 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 declares an interest as Chair of Governors for Brookmead School for which a dispensation to discuss, but not vote exists.
- Cllr Groom declares 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 declares 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 declares a standing declaration as a member of the National Trust Ashridge Committee.
- Cllrs Stack and Crutchfield declare interests as the parish council's representatives on the Pitstone Allotment Association Committee, for which a dispensation to discuss, but not vote exists.

143/15 MINUTES OF THE MEETING held on 7/1/16

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council meeting held on 7 January 2016 were a true and accurate record of the proceedings. The Chairman was authorised to sign the council minutes on behalf of the council.

144/15 **PARTY IN THE PARK PRESENTATION – RICHARD CATO OF THE PARTY IN THE PARK COMMITTEE**

Mr Cato explained about the history of Party In The Park, the new financial structure of the committee and the purpose of their request for financial assistance. He took questions from members of the council. Mr Cato was thanked for his time and then departed the meeting. Consideration of the application was deferred until the financial consideration section of the agenda.

145/15 **MARSWORTH TO PITSTONE FOOTPATH – ALLAN PURCHASE OF BUCKS COUNTY COUNCIL**

Mr Purchase explained about the process and outcomes of the feasibility report undertaken by Bucks County Council (BCC) to consider the viability of a footpath between Pitstone and Marsworth. The final report is due to be released shortly, but in the meantime Mr Purchase presented the outcomes to date. He confirmed that the report was in such a format as to be able to be utilised as the design works without need for further reporting or assessment. A copy of the literature was also supplied to Mr Kennedy of Marsworth Parish Council. There is sufficient width for the Pitstone section to be created with a grass verge and thus lower the construction costs of a planing footpath. The Marsworth section will require a full tarmac surface and therefore increased construction costs. Total estimated cost £225k. Marsworth is the lead parish as the majority of the path would fall within their boundary, so will investigate the possibility of funding from New Homes Bonus or other sources. BCC will supply the completed report once it is finalised.

Allan Purchase was thanked for attending and presenting the findings, and then departed the meeting.

146/15 **CLERK'S REPORT**

The council does not provide full updates to ongoing matters where there are no actions required at each council meeting, but updates by exception. No resolutions or decisions are passed on matters under this update section. To keep residents fully informed, the full list of ongoing matters detailed below, was 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. No reported progress.
- 3) Castlemead Lighting: Requirements for Phase V, and Phases I-V, submitted. Daniel Hadaway of JLES Group handling Phase V. Adam Brown of TDS now 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 has not reported any further progress.
- 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 previously 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: AVDC previously posted the legal agreement to their website. 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: TfB posted to their website that 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).
- 10) 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.
- 11) Access to Tring Station: survey will be issued by the parish council in the February edition of PPP and online. The findings will be reported to the March meeting of the council.
- 12) Hedge Extension: on the recreation ground to be carried out by the Cricket Club in the winter. No date provided at present.
- 13) mVAS Trials: next Marsworth Road to capture vehicles travelling from Ivinghoe.
- 14) 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.
- 15) Windmill path RoW maintenance: contractor confirmed that one cut in July could be accommodated.
- 16) 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.
- 17) Unmetered electricity certificate: data submitted to UMSO who have updated the certificate and issued to Eon.
- 18) Replacement Sorbus Magestica: The tree has now arrived and is waiting planting by J Lowe.
- 19) Tree works: Tim Wilson carried out some initial tree works and has had to postpone the remainder under the weather improves and their heavy plant can access the recreation ground and allotment track.

147/15 **CORRESPONDENCE**

The correspondence received this month (listed below) was noted.

Aylesbury Vale District Council

- Planning notifications – circulated and posted electronically
- Details of Community Trees grant funding stream – circulated electronically
- Referendum guidelines – circulated electronically and on the agenda
- Invitation for Chairman to attend fundraising event – circulated to Chairman electronically
- Press release re New Homes Bonus – circulated electronically
- Chiltern and South Bucks Green Belt Review – circulated electronically
- Planning department structural changes – circulated electronically
- News for the Parishes – circulated electronically
- Notification that the change to bin collection days postponed until late spring with letter being issued to residents after the Easter break – circulated electronically

Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate (advised school transport re potential Vicarage Road closure re impact on Tring school bus service)
- Bucks County Council correspondence re Tring station – circulated electronically
- County Councillor A Davies correspondence re Tring station – circulated electronically
- LAF minutes and agenda – circulated electronically
- Notice of council tax rise – circulated electronically
- Reminder of Local Transport Plan Consultation (council resolved on 7/1/16 that no response was necessary) – circulated electronically
- Info re Collective Switching Scheme – circulated and posted electronically
- Prevention Matters e:newsletter – circulated electronically

- Parish Liaison Meeting information 27/1/16 – anyone attend?
- HS2 mitigation measures update – circulated electronically
- My Bucks e:newsletter - circulated electronically

Other

- Thames Valley Police neighbourhood alerts, updates & newsletters – circulated & posted (where appropriate) electronically
- Rural Services Network e:newsletters & updates etc – circulated electronically
- Green Grants e:newsletters & updates – circulated electronically
- Fields in Trust e:newsletters etc – circulated electronically
- Charity Commission e:updates and newsletters – circulated electronically
- Chiltern Society e:newsletters, e:magazine & emails – circulated electronically
- Chilterns Woodland Project e:newsletter – circulated electronically
- Community Impact Bucks e:newsletters and event information – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Public Sector Today e:newsletter – circulated electronically
- AVALC annual report and thank you note – circulated electronically
- Ivinghoe Parish Council Ben Hamilton Baillie Highway Study – circulated electronically
- Copy correspondence from Roy van de Poll – circulated electronically
- Herts County Council correspondence re Tring station – circulated electronically
- BALC latest training course info – circulated electronically
- Leaving notice from Jean Fox of CIB and contact details for Nick Phillips – circulated electronically
- Buckinghamshire Business Awards info – circulated electronically
- Version 2 of report from Ben Hamilton Baillie Associates – circulated electronically
- Notification from Brookmead of 2 incidents in the village – circulated and posted electronically
- Clerks & Councils Direct Issue 103 – for circulation
- BALC notification re 2 x gold award councils – circulated electronically
- Notification from Pitstone Memorial Hall Charity of their new web site – circulated and posted electronically
- Eon e:newsletter – circulated electronically
- NDP Independent Examiner's report into the Pitstone NDP – circulated electronically
- Clerk Magazine Vol 47 – for circulation
- Beacon Villages Community Library, talk by Kat Arney at Aylesbury library on 10/2/16 – circulated electronically
- Thank you letter from Friends of St Mary's Church, Pitstone – circulated electronically
- BALC re new park and ride – circulated electronically
- Aylesbury Town Council event posters – passed to notice board manager
- 1st Ivinghoe and Pitstone Scouts re closure of Monday night Beavers – circulated and posted electronically

148/15 **NEIGHBOURHOOD DEVELOPMENT PLAN – TONY CLARE, CHAIR OF THE NDP STEERING GROUP**

- 1) It was noted that the Independent Examiner had issued his report recommending that the Pitstone Neighbourhood Development Plan move forward to a referendum with some minor modifications. The Parish Council expressed thanks to the whole NDP committee for achieving this outcome. AVDC has published the report on their web site.
- 2) The draft revised NDP, reflecting those modifications recommended by the examiner, had be circulated to all councillors. It was **RESOLVED** to accept this updated version of the NDP, along with the minor updates required to the Local Green Space Report and Strategic Environmental Assessment and to submit all three to AVDC as referendum edition documents.
- 3) It was noted that once submitted, AVDC were likely to announce a referendum date very quickly, giving the electorate 28 days' notice.
- 4) It was **RESOLVED** to accept the proposed marketing activity to support the referendum including leaflets, banners and balloons.
- 5) It was **RESOLVED** to submit a final grant application to Locality to assist with the cost of the last phase of marketing activity.

- 6) It was noted that all members of the council had been reminded of their legal obligations under the Code of Recommended Practice on Local Authority Publicity which stipulates, amongst other things, that the council may only encourage residents to 'vote' and not which way to vote during the preceding 28 days to an election. The same obligations apply to members of the NDP Steering Group and a briefing has been arranged.

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

149/15 **PITSTONE DEVELOPMENT AREA (PDA)**

No update from the landowners provided.

150/15 **SPORTS AND LEISURE COMMITTEE**

- 1) The minutes of the Sports & Leisure Committee meeting held on 13/1/16 were noted. The meeting had taken place for information only as it was not quorate. It was noted that the committee meetings will now be held on a monthly basis whilst the site is under re-development.
- 2) Pavilion/Sports Ground – Football/Netball/Tennis/Others sports, community, scouting uses
 - 2.1 Remedial Works

It was **RESOLVED** to meet the cost of the following remedial works at the pavilion this period: fix the door to the player's area that is sticking and replace the security chain on the car park gate.
 - 2.2 Financial Summary

The pavilion site financial summary for the year-to-date was noted. A discussion took place about the cost to the community of providing football and cricket facilities.
 - 2.3 Site Redevelopment
 - a) Sports and Leisure Committee meetings now taking place monthly.
 - b) Hanson have requested additional information before providing a response about the covenant.
 - c) Town Lands Charity will not be in a position to respond to the Parish Council until March.
 - d) The clerk had attended the 1st Ivinghoe & Pitstone Scouts Executive Committee meeting on 26/1/16. They now have a new chair and new secretary in place, and will start to look into their relocation project imminently.
- 3) Playground and Asset Inspection Issues
 - 3.1 Remedial work

It was **RESOLVED** to meet the cost of the following remedial works arising this period: one replacement bin sleeve and two replacement gate stoppers.
 - 3.2 Play Space Planning

Notice has been served on the landowner. The planning application can be submitted after the expiry of the required 21 days' notice.
 - 3.3 Summer Entertainment

It was **RESOLVED** to book 2 x Play around the Parish sessions for the summer holidays from AVDC, rather than try alternative children's entertainment suppliers. Cost £310 per session.
- 4) Allotments
 - 4.1 Annual Review of the Pitstone Allotment Association Membership Fee

It was **RESOLVED** to accept the Pitstone Allotment Association recommendation of zero price increase in membership fee for the 2016/17 season.

- 4.2 Annual Review of the Pitstone Parish Council Tenancy Fee
It was **RESOLVED** to adopt a zero price increase in the Parish Council tenancy fee for the 2016/17 season. Notice of the prices for the forthcoming year will be advertised on the allotment noticeboard during February and new tenancy paperwork issued for payment collection in March.
- 4.3 Annual Review of the Pitstone Parish Council Licence to Pitstone Allotment Association
It was noted that Pitstone Allotment Association required no change to the licence agreement. It was **RESOLVED** that Pitstone Parish Council required no changes to the existing licence agreement. It was therefore **RESOLVED** to renew the existing licence agreement for a further 12 month period.

151/15 **PLANNING – CLLR CRUTCHFIELD, CHAIR OF THE PLANNING COMMITTEE**

- 1) Planning Committee
No planning committee meeting had been required during the month. One application has now been received relating to 3 The Pightle so a meeting would be convened during February.

152/15 **OTHER ISSUES**

- 1) Ben Hamilton Baillie (BHB) Highways Feasibility Study
The final reports for both Pitstone and Ivinghoe had been received. The two parishes were liaising to arrange a joint presentation/consultation with both communities. A discussion followed surrounding the timing. A further update will be provided to the next meeting.
- 2) Parish Map
Work continues, carry forward to next meeting.
- 3) Queen's 90th Birthday
It was noted that Ivinghoe Parish Council had decided not to take part in the Queen's Birthday Beacons opportunity in April. It was noted that St Mary's Church Ivinghoe had been invited to take part in a church celebration on 11 June (which coincides with the Ivinghoe Fete). It was **RESOLVED** that Pitstone Parish Council would like to plant a commemorative tree and erect a plaque. Cllrs Stack and Arney to investigate and provide a recommendation to the next council meeting.
- 4) Youth Café
4.1 Brookmead School has not yet provided a revised Occupational Licence for signature.
4.2 Discussions with AVYFC pending. Carry forward to next meeting.
- 5) Auto Enrolment Pension Liabilities
It was **RESOLVED** to carry the following three items forward to the next meeting:
5.1 Approve appointment of Auto Enrolment Pension provider (NEST) and actions arising
5.2 Approve subscription to Sage Accounting and Sage Payroll software from April 2016
5.3 Approve change to accounting basis (from receipts/payments to income/expenditure) from April 2016
- 6) Annual Review of Internal Controls and PPC Audit
6.1 The annual review of internal control mechanisms had been conducted. Full council reviewed the report and **RESOLVED** that no adjustments were required to the procedures and all controls should remain as detailed. The Chairman was duly granted approval to sign on behalf of the council.
6.2 The council reviewed the draft annual internal audit review and it was **RESOLVED** to approve the content. Council requested no amendments to the current procedures. The Chairman was duly granted approval to sign on behalf of the council.
- 7) Appointment of Internal Auditor
It was **RESOLVED** to appoint IAC as the Internal Auditor for a fee of £350 + VAT, reflecting zero price increase on last year. IAC will supply a formal Letter of Engagement detailing the full scope of audit works.

- 8) Volunteer of the Year
The Parish Council has run this recognition scheme for a number of years. It was **RESOLVED** to meet the associated costs of purchasing a frame and the £50.00 cheque for the successful volunteer. The nominee will also be submitted as the Pitstone representative in the AVDC volunteer of the year competition. Discussion surrounding the appointment of a winner from the list of nominations was deferred to a closed session at the end of the council meeting so that the winner can remain a secret until announced at the annual assembly.
- 9) West Midlands Rail Franchise Consultation / Tring Train Station
Mr McCarthy of Aldbury Parish Council was invited to update the council on this consultation and issues affecting access to Tring train station such as the LAF discussion and the current request for co-operation between BCC and HCC. It was **RESOLVED** that the Parish Council would carry forward this item to the February agenda to allow time for the consultation events to be attended.
- 10) Devolved Services
- 10.1 The two contractors appointed to carry out the devolved services for the Parish Council had been employed for a four year period with an annual review. It was **RESOLVED** that both contractors had carried out the works satisfactorily. It was noted that neither contractor was initiating a price increase for 2016/17. It was therefore **RESOLVED** to continue with the existing contract for a further 12 months.
- 10.2 The quarterly review of any ad-hoc works was carried out. It was **RESOLVED** to adjust the sign along Cheddington Road, but no other works were identified as needing attention.
- 11) Bee Orchids
It was noted that Pitstone was lucky enough to have bee orchids, and other orchids, growing in the grass banks by Dover Close and Short Hale. Following advice from the orchid expert at College Lake, it was:
- 11.1 **RESOLVED** to approach Taylor Wimpey and request a change to the grass cutting policy for these areas to delay the first cut until July 2016
- 11.2 **RESOLVED** to purchase 10 x lawn signs (similar to those utilised to warn of daffodils growing on Marsworth Road) for display in the relevant areas. Current price £9 per sign + £15 per stand.
- 11.3 **RESOLVED** not to fence or rope off the areas.
- 11.4 To see if College Lake, or an alternative orchid expert, would be willing to give a talk at the Annual Assembly.
- 11.5 To publicise the orchids via our communications methods to raise awareness amongst the residents, and hopefully encourage their care.
- 12) Pitstone Annual Assembly
- 12.1 It was **RESOLVED** to set the date as 17 May 2016 and notify speakers etc.
- 12.2 It was **RESOLVED** to meet the associated costs eg room hire, provision of refreshments, room setting-up fee, printing costs, delivery of agendas etc.
- 12.3 It was **RESOLVED** to seek to confirm hand delivery of the agendas.
- 12.4 As noted above, it was **RESOLVED** to seek a guest speaker re orchids.
- 12.5 It was **RESOLVED** to provide a number of community stands around the edges for people to browse, groups to attract volunteers etc.
- 13) Policy Review
The annual review of the following policies was carried out:
- 13.1 It was **RESOLVED** to adopt the updated Grant and Donation Awarding Policy.
- 13.2 It was **RESOLVED** to adopt the updated Social Media and Communications Policy.
- 13.3 It was **RESOLVED** to adopt the updated Community Engagement Strategy.

153/15 FINANCIAL ISSUES

- 1) Grant Application from the Party In The Park Committee
Council considered all the information and quotations, plus the additional information provided by Richard Cato in his presentation at the start of the meeting. It was **RESOLVED** to hire the stage on behalf of the Party In The Park event, rather than to make a donation/grant. Total cost £1,400 + VAT with a 50% deposit required up front and 50% at the end. The Parish Council will request a quotation and invoice made out to the Parish Council.

- 2) Quarterly VAT Return
It was noted that the return had been submitted and HMRC will refund £3,539.13 in due course.
- 3) Financial Position & Payments
The council **RESOLVED** to make the payments outlined in the January Financial Summary. Two councillors undertook to authorise the transactions for BACS transfer and initialled the corresponding paperwork. The bank reconciliation, creditor/debtor information, receipts and payments were noted. The Chairman initialled the payments sheets.
- 4) Final Budget for 2016/17 and Precept Request
 - 4.1 It was **RESOLVED** to adopt the final budget for 2016/17.
 - 4.2 It was **RESOLVED** that the working balance reserve should not fall below 4 months.
 - 4.2 It was **RESOLVED** to submit a Precept request of £86,750.00 to AVDC, representing a £3.24/10% increase for Band D properties from £62 per annum to £63.24 per annum. This need was generated by AVDC reducing the Localised Council Tax grant, BCC reducing the devolved service payment and the number of projects within scope.
- 5) Internal Controls
The regular internal controls had been conducted with no amendments requested or issues arising.
- 6) New Homes Bonus Consultation
It was **RESOLVED** that the Parish Council did not need to submit any response to this central government consultation.

154/15 REPORTS

- 1) Cllr Crutchfield provided feedback from the LAF on 21/1/16. The Fire Brigade are now offering a number of apprenticeships. The LAF budget is falling next year from £58k to £23k. The LAF structure is under review.
- 2) The mVAS data from the Vicarage Road trial was noted. The councillors from Mentmore were invited to provide information on the numerous trials that they had also operated (Mentmore share one mVAS with a number of other parishes).
- 3) The Clerk provided feedback from the Pitstone Youth Forum meeting attended with Cllr Groom on 13/1/16.
- 4) A number of faulty street lights have been reported to Taylor Wimpey and BCC. Clerk undertaking a night survey of Castlemead/Westfield Road/Industrial Estate on the way home from the meeting at the request of Taylor Wimpey. Klaus Ginda undertaking a night survey of council owned lamp posts imminently. Taylor Wimpey have appointed a replacement contractor.
- 5) The Clerk provided feedback from the Pitstone Memorial Hall Charity meeting in the absence of Cllr Matthey. Sue Gregory was invited to comment as she had been in attendance.
- 6) The daffodil signs have been placed on the grass verge along Marsworth Road.
- 7) AVDC have advised that there will be a change to the bin collection day in late spring with letters issued after the Easter holiday.
- 8) It was **RESOLVED** that council liked the new email distribution format and therefore Beevy software would be purchased when the free trial ended (approx. £25)
- 9) It was noted that the Cheddington railway bridge would be closed for 9 weeks from mid-February and agreed that the Parish Council should publicise via social media.
- 10) The other reports, reminders and forthcoming events were noted.

155/15 THE FOLLOWING REMINDERS WERE NOTED

- Parish Council meetings: 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: 1/2/16, 8/2/16, 7/3/16, 11/4/16, 9/5/16, 13/6/16, 11/7/16, 8/8/16, 12/9/16, 10/10/16, 7/11/16, 12/12/16.
- PPP Publication dates: January, April, July, and October.
- 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 actual 90th Birthday: 21 April 2016 (Official birthday 11 June 2016)
- Internal Audit 13/5/16
- Vicarage Road closed 23-25/2/16 re Anglian Water works by Coach House. School transport advised re buses to Tring.

156/15 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 25 February 2016. The following items were requested/notified as being on the agenda:

- 1) Renovation of the Westfield Road noticeboard.
- 2) Upgrade of IT equipment.
- 3) Summer renovation of the Recreation Ground and Pavilion sites.
- 4) PAT tests, 6 monthly fire alarm check and annual emergency lighting checks to be commissioned for the pavilion and PAT tests for the Youth Café to be commissioned.

157/15 **CLOSURE OF MEETING**

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

Signed:

Chairman

Date: 25 February 2016