

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 25 February 2016
in the Meeting Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.40pm

158/15 ATTENDANCE AND APOLOGIES

COUNCIL PRESENT: Cllr Saintey (Chairman), Cllr Blunt, Cllr Mrs Groom, 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. District Councillors Derek Town and Sandra Jenkins. Mrs Hawkins, resident.

APOLOGIES: Cllr Nicholls (Vice Chairman) (work commitment); Cllr Matthey (work commitment) and Cllr Mrs Stack (unwell).

159/15 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled by the members of the public.

District Councillors Jenkins & Town advised the Parish Council:

- 1) Of the latest feedback regarding the Vale of Aylesbury Plan. 21k new homes were still required by the Vale themselves, however AVDC were now being pressured to take an additional 14k new builds from surrounding districts that were unable to meet their quota.
- 2) That council tax was set to rise by both AVDC (2%) and BCC (4%).
- 3) Of issues relating to the highway surface along the mid-section of Yardley Avenue (County Councillor Davies has previously advised that she hopes to get this resurfaced during 2016/17).

160/15 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, and therefore did not take part in the debate relating to groundwork at the Recreation Ground, nor vote.
- 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. Cllrs Weber and Arney declare interests as residents of Cheddington 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.

161/15 MINUTES OF THE MEETING held on 28/1/16

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council meeting held on 28 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.

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) have 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. 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) Access to Tring Station: the Parish Council survey was issued in the February edition of PPP, responses will be reported to council at the end of March meeting.
- 3) Castlemead Issues: Steve Essam at Transport for Bucks in charge of negotiating highways handover with Taylor Wimpey. Adam Brown at TDS arranging another site visit and compilation of remedial works list the last week of February. He is working hard to try and get matters moving again.
- 4) Castlemead Lighting: Requirements for Phase V, and Phases I-V, submitted. Daniel Hadaway of JLES Group handling Phase V. 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.
- 5) Castlemead Post Box: Gary Plummer at Royal Mail advises that all the necessary approvals and checks have now been completed and he is chasing an installation date. Two years have lapsed since our first request in March 2014.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) Rushendon Furlong S106: AVDC previously published details of the 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.
- 10) 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; Rushendon Furlong pot hole (40004448), missing access panel on light opposite Westfield Road (40012321); potholes Westfield Road (46014643 and 46014644)
- 11) Hedge Extension: on the recreation ground to be carried out by the Cricket Club in the winter
- 12) mVAS: next Marsworth Road to capture vehicles travelling from Ivinghoe. mVAS annual service happening on 22/2/16.
- 13) Replacement Sorbus Magestica: arrived 21/1/16. J Lowe still to collect & plant.
- 14) Tree works: Tim Wilson undertaken a number of the works and will be returning to complete the agreed schedule and remove the felled timber once the weather has improved and the ground dried out as it is currently too boggy for his vehicles to get access.
- 15) Play Space Planning Application: the due notice to landowners expired and the planning application was submitted to AVDC but has not yet been registered and published.

- 16) Protection of Bee Orchids: Taylor Wimpey/TDS confirmed that would amend grass cutting for the 3 highlighted areas so that the first cut fell after July 2016. 10 lawn signs purchased and erected.
- 17) Allotments: tenancy paperwork issued. Tenancy agreements and associated remittances due to the parish council by 25/3/16.

163/15 **CORRESPONDENCE**

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

Aylesbury Vale District Council

- Planning notifications – none received this month
- Update to register of electors – circulated electronically
- 10 Golden Points on Neighbourhood Plans – circulated electronically
- Business Rates for Pavilion (charge £592.90, reduction for small business relief £592.90, therefore charge for 16/17 is zero) – retained for reference

Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate
- Bus Pass renewal information and update – circulated and posted electronically plus provided to Town Lands Charity and Beacon Villages Community Library
- Recording information about Local Wildlife Sites – circulated electronically
- Prevention Matters community links e:newsletter – circulated electronically
- LAF Review (44 pages) – circulated electronically. Deadline 1 March 2016. Council **RESOLVED** to respond to the consultation that the LAF provided a useful forum for liaising with the other tiers of government and should be retained, even with a reduced budget.

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
- Charity Commission e:updates and newsletters – circulated electronically
- Buckinghamshire Business First e:newsletters – circulated electronically
- Chiltern Conservation Board e:newsletters – circulated electronically
- Chiltern Society e:newsletters, e:magazine & emails – circulated electronically
- Community Impact Bucks e:newsletters – circulated electronically
- Fields in Trust e:newsletters – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Ivinghoe Old School Hub e:newsletters – circulated electronically
- HMRC e:updates – circulated electronically
- Public Sector Today e:newsletter – circulated electronically
- AVALC meeting in MK with Pensions Regulator – circulated electronically
- Ivinghoe Hub e:newsletters – circulated electronically
- BALC re new audit scheme & procurement regs – circulated electronically
- Norfolk China commemorative items email – circulated electronically
- PMSA e:newsletter – circulated electronically
- Local Councils Update Issue 192 – for circulation
- Posters from Hearing Dogs for the Deaf – passed to notice-board manager
- Copy correspondence between TDS and BCC re Castlemead phase 3 public open space – circulated electronically
- Information about Woodcock ruling from Roy van de Poll – circulated electronically
- Update from The Pensions Regulator – circulated electronically
- AVALC minutes – circulated electronically
- CuriosiTEA survey – circulated electronically
- Anglian Water information on Pollution Watch campaign – circulated electronically
- MK Clinical Commissioning Group re review of urgent care centre at Broughton – circulated electronically
- TDS update on remedial work in Phase III open space in Castlemead – circulated electronically
- Chilternsaetna e:magazine – circulated electronically
- NHS Southern Central re meeting of Aylesbury Vale Clinical Commissioning Group – circulated electronically
- Anglian Water notification of works in Pitstone – circulated and posted electronically

- Wendover parish council vacancy for clerk – circulated electronically
- HMRC employer bulletin & end-of-year information – circulated electronically
- Correspondence from Robin McCarthy re rail franchise – circulated electronically
- Email from Keith Bird at Hanson confirming no issues with the redevelopment of the pavilion site so long as no commercial or residential included – circulated to sports & leisure committee
- Buckinghamshire Healthcare re consultation – circulated electronically
- Correspondence from WI re 100th birthday celebrations this year, wishing to donate a picnic bench and tree for the recreation ground – passed to the Recreation Ground Charity for consideration. Also request permission to yarn bomb by Masons/allotments – advised that all the land & street furniture was owned by BCC.
- Chilterns AONB invitation to attend free event on 9/3/16 10am-1pm Booker Common on developing community partnerships for commons & green space – circulated electronically. No councillors requested attendance.

164/15 **NEIGHBOURHOOD DEVELOPMENT PLAN – TONY CLARE, CHAIR OF THE NDP STEERING GROUP**

- 1) It was noted that AVDC had published the referendum materials on 8/2/16 and set the referendum date as 17/3/16.
- 2) It was noted that the Parish Council had been awarded a grant from Locality for £2,400 towards referendum marketing materials.
- 3) It was noted that Tony Clare was attending a two day Neighbourhood Champions event.
- 4) Mr Clare thanked the council & clerk/secretary for their support during the course of the NDP production. In turn, the Parish Council thanked Mr Clare and the NDP Steering Group for their time and commitment to this important project.

Tony Clare then departed the meeting.

165/15 **PITSTONE DEVELOPMENT AREA (PDA)**

Bidwells advised that a preferred developer had been selected by the landowners and that the developer had requested a meeting with the parish council.

166/15 **SPORTS AND LEISURE COMMITTEE – CLLR MRS GROOM, MEMBER OF THE COMMITTEE**

- 1) The minutes of the Sports & Leisure Committee meeting held on 1/2/16 were noted. The following matters concerning redevelopment of the site had been referred to full council for consideration:
 - 1.1 It was **RESOLVED** that the Parish Council was in support of, and would lead the project for, the re-development of the pavilion building and associated surrounding area including car park, boundary and outdoor storage.
 - 1.2 It was **RESOLVED** that the Parish Council was in support of the football club leading the development of football specific facilities including quotations, funding etc. It was **RESOLVED** that the Parish Council was in support of the 1st Ivinghoe & Pitstone Scouts leading the development of a scout hut/community building including business plan, architecture, planning and funding etc. All proposals to be brought to the parish council, as landowner, for consideration and approval before implementation.
 - 1.3 It was **RESOLVED** to pursue a Design & Build Contract for the works described in 1.1 above. Advise was being sought from AVDC about the best way to move forward and procure this. It was **RESOLVED** to enquire if AVDC could procure on the parish council's behalf. It was **RESOLVED** to commission an outline scheme from architect/engineers to refine the requirements enough to enter into a Design/Build procurement if necessary. It was **RESOLVED** to submit an S106 application to cover the costs of the outline scheme if necessary.
 - 1.4 It was **RESOLVED** that the council could not seek architectural plans for the scout/community building due to funding and procurement route implications.
 - 1.5 It was noted that a meeting had taken place with the Football Foundation who were very encouraged by the joint co-operation of the parish council and football club. They were able to provide up to 70% funding / max £100k for football related items that were specifically required by the league.
 - 1.6 It was noted that the football club was keen to extend/move the sports pitches and progress a planning application for floodlights & ball stop netting as soon as possible. They were due to present proposals to the next Sports & Leisure Committee Meeting in March.
 - 1.7 It was **RESOLVED** to submit an application for New Homes Bonus funding towards the items specified in section 1.1 above, if the procurement process could

be far enough along the process to have received architectural plans and quotations. An Expression of Interest had been submitted, which had been accepted by the panel and a full application pack supplied. Deadline 29/7/16. District Councillor Derek Town advised that the New Homes Bonus panel would look favourably upon part-funding by the Football Foundation.

- 1.8 It was **RESOLVED** to submit an application for release of S106 funds from AVDC for the items specified in section 1.1 above, as soon as the procurement process was far enough along the process to have received the architectural plans and quotations. An initial discussion had taken place with AVDC who had responded favourably.

2) Other matters for debate/approval:

2.1 Remedial Works

It was **RESOLVED** to meet the cost of the following remedial works this period: re-affix external bin at pavilion, relay selection of paving slabs causing trip hazard at pavilion, replace broken padlock on car park gate at pavilion plus repair displaced ceiling light in home changing room at pavilion. No additional works required to other assets.

- 2.2 It was **RESOLVED** to commission the PAT tests of pavilion and youth café equipment, the six monthly fire alarm service at the pavilion and the annual emergency lighting service at the pavilion at a total cost of £265.
- 2.3 It was agreed to delay consideration of any summer renovation works to the football pitches until after the Sports & Leisure Committee meeting in March.
- 2.4 It was noted that the senior football club had installed a bell system to the pavilion changing rooms.
- 2.5 It was noted that the parish council had offered to meet with local youths and their parents regarding football equipment provision but that a date had not yet been set.
- 2.6 Following consideration of quotations, it was **RESOLVED** to appoint Wicksteed to undertake annual playground inspections for the three play areas at a cost of £45 per site, total £135 (vs RoSPA quotation of £297.50).
- 2.7 It was **RESOLVED** to undertake the DDA consultation in the next edition of PPP.
- 2.8 It was **RESOLVED** to appoint Reg Porter to mow the Castlemead play areas (£85 per cut, S106 maintenance fund) & general mowing of the open space in front of The Crescent and Pitstone Hill car park, allotment roadway & recreation ground play area (£260 per cut total). It was agreed to advise Mr Porter that National Trust had installed posts around the grassed area at Pitstone Hill car park so that he could check accessibility and advise of any issues.

167/15 **PLANNING – CLLR CRUTCHFIELD, CHAIR OF THE PLANNING COMMITTEE**

1) Planning Committee

The minutes of the planning committee held on 18/2/16 were noted. No further applications had been received. An update had been posted by AVDC to the Vicarage Road planning application to say that no significant archaeological findings had been identified.

168/15 **RECREATION GROUND CHARITY COMMITTEE – CLLR STARLING, MEMBER OF THE COMMITTEE**

Cllr Groom, having a pecuniary interest, withdraw from any debate or voting relating to this agenda item.

The discussions of the Recreation Ground Charity committee meeting held on 24/2/16 were noted and the following matters, referred to full council, were debated:

- 1) After some debate, it was **RESOLVED** that the Parish Council would meet the grant increase to £3,985 relating to material costs for ground maintenance during the last 12 months. The grant was approved on the basis that the Recreation Ground Charity would put proper contractual arrangements in place for the forthcoming year and present budget plans for approval to the Parish Council.
- 2) It was noted that the Recreation Ground Charity would investigate other means of generating income, including discussions with the main users about appropriate ways to fund works in the future.
- 3) It was **RESOLVED** to support the recommendation for the Pitstone Recreation Ground Charity to open a dedicated bank account with Unity Trust to improve transparency of transactions. It was **RESOLVED** that the Parish Council would transfer an annual grant to the Recreation Ground Charity. It was further **RESOLVED** that the Recreation

Ground Charity terms of reference then be amended to provide the charity with the ability to meet expenditures against the pre-determined budget and that relate to day-to-day management matters. All items of a strategic nature must continue to be referred to full council. It was noted that a separate bank account would also help with compliance to audit regulations for the Parish Council.

- 4) The Parish Council also wished the Recreation Ground Charity to consider any actions necessary to improve drainage to the ground as it is particularly boggy this year.

169/15 OTHER ISSUES

- 1) Ben Hamilton Baillie (BHB) Highways Feasibility Study (presentation 10/5/16)
It was **RESOLVED** to accept the proposals for a joint presentation and meet the associated cost of hall hire, leaflets, banners for the Pitstone area and miscellaneous marketing materials eg feedback forms & copy reports. Ivinghoe parish council are debating the proposals on 1/3/16, and therefore the details will be confirmed after this date. It was **RESOLVED** to meet the costs associated with delivery of the leaflet (at the same time as the annual assembly agenda), and to enquire if Brookmead would be willing to distribute leaflets to their children.

- 2) Pitstone-Marsworth Footpath Project
It was **RESOLVED** to submit a joint bid, with Marsworth Parish Council as lead, for New Homes Bonus funding for the footpath. An Expression of Interest had been submitted but a full application invitation had yet to be approved. Both Pitstone Parish Council and County Councillor Avril Davies had written to NHB to support the Marsworth application.

It was **RESOLVED** that the parish council was still willing to commit £5,000 to the project (estimated cost £225k), £2,500 had been provisioned for 2015/16 and £2,500 has been budgeted for 2016/17. County Councillor Avril Davies has indicated that a small sum may be available from her Community Leaders Fund. Marsworth Parish Council are also able to make a contribution. All contributions will assist to prove that the application has the support of various bodies and the two communities.

- 3) Parish Map
Feedback was received on the final proof. Amends will be made and then the maps can be printed.

- 4) Queen's 90th Birthday Commemorative Tree
Cllrs Stack and Arney to investigate and provide a recommendation to the next council meeting.

- 5) Youth Café
 - 5.1 Brookmead School has not yet provided a revised Occupational Licence for signature.
 - 5.2 A meeting took place with Dave Rollins of AVYFC on 25/2/16.
 - a) It was **RESOLVED** to increase the subscription to £2 per session from September 2016 (could generate an extra £2,340 per annum income, depending on attendance levels).
 - b) AVYFC to review DBS checks & provide link to updated policies.
 - c) It was noted that AVYFC were seeking a grant to purchase additional musical equipment (guitar and rock hero) but **RESOLVED** that if this was unsuccessful that the cost of £100 would be met.
 - d) It was noted that a new Evangelical Director was starting at AVYFC in April and their focus may move away from Youth Café provision unless in church schools. D Rollins is investigating the creation of a new, dedicated youth café charity to continue the work. He hopes there will be no change in service provision for the council but will keep the parish council advised.
 - 5.3 It was **RESOLVED** to try and recruit another 3-4 regular volunteers for the youth café, to ensure enough volunteer coverage and reduce reliance on those that can only attend once per term.

- 6) Auto Enrolment Pension Liabilities
After careful consideration of the information in the report:
 - 6.1 It was **RESOLVED** to appointment of (NEST) as Auto Enrolment Pension provider for the Parish Council, based on the minimum 1% employer contribution and 1% employee contributions, and commence checks etc re compatibility of systems/payment dates. NEST is the most cost effective option for the parish council, is free to employers and government backed. Staging Date Feb 2017.

- 6.2 It was **RESOLVED** to create an on-line account with NEST to manage the council's pension liabilities.
- 6.3 The clerk to report back to council at the next meeting of any changes necessary to payment procedures etc.
- 6.4 It was noted that the council could now send an initial communication to staff about workplace pensions, auto enrolment and NEST.
- 6.5 It was **RESOLVED** to subscribe to Sage One Accounts (currently £8pm exc VAT) and Sage One Payroll (currently £4 per month exc VAT), to be implemented with effect from the start of the new financial year ie April 2016. Sage One Payroll is compatible with NEST, and with Sage One Accounting.
- 6.6 It was **RESOLVED** to move from receipts/payments to income/expenditure accounting from April 2016 as this would provide a more accurate reflection of the council finances, especially in light of the high level of expenditure anticipated over the next few years. It was noted that this would require the 2015/16 accounts to be re-based.
- 6.7 It was **RESOLVED** to meet any necessary training costs for all the above.
- 7) Annual Review of Internal Controls and PPC Audit
- 7.1 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.
- 7.2 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.
- 8) West Midlands Rail Franchise Consultation / Tring Train Station
Mr McCarthy of Aldbury Parish Council was invited to update the council on the stakeholder consultation, as did Cllr Weber. Aldbury are arranging a cross-county meeting in early March. The parish council's access consultation closed at the end of February. It was **RESOLVED** that Cllr Weber would attend the meeting and then draft a response to the consultation, which would be approved electronically by the council prior to submission (deadline 22/3/16).
- 9) IT Upgrade
It was **RESOLVED** to accept the recommendations of Cllr Nicholls and purchase a 500gb solid state drive £129.99, 4gb memory module £17.99 & Homeplug £24.99 to upgrade the council's IT equipment. Cllr Nicholls will install.
- 10) Westfield Road and Allotment Notice-Board renovation
It was **RESOLVED** to accept the quotation from Abode Solutions to replace the back boards on both locations, sand and reseal with Sikkens Oak Varnish. Total cost £320 materials & labour for both sites.
- 11) Pitstone Annual Assembly (17 May 2016)
- 11.1 It was **RESOLVED** to meet the cost of £140 for delivery of the Annual Assembly agenda plus an extra amount should the Ben Hamilton Baillie leaflet require delivery at the same time.
- 11.2 It was **RESOLVED** to accept the charge of £30 for BBOWT to give a presentation about orchids at the Annual Assembly.
- 11.3 Some changes were made to the list of parish council stands, but no changes to the proposed presentations.
- 12) Bus Box by junction of Rushendon Furlong
A resident had highlighted that the bus had difficulty parking near the curb if it arrived at the same time as school traffic was parked along Marsworth Road, and therefore the drop-down step could not be correctly aligned making it difficult for elderly, those with pushchairs or the disabled to board the bus. Transport for Bucks has advised that it couldn't carry out the work until after the re-surfacing anticipated for later in 2016/17. It was **RESOLVED** that the Parish Council would support the installation of a bus box at this location if it could be pursued at that time.
- 13) Street Lighting
It was noted that 7 lights were non-operational and it was **RESOLVED** to meet the associated costs of repair via the appointed contractor, Lamps & Tubes. Estimated date of attendance 29/2/16.

170/15 FINANCIAL ISSUES

- 1) S106 payment
It was noted that AVDC had now paid £3,367.06 to Ivinghoe and Pitstone United Cricket Club relating to the construction of the new wickets.
- 2) Financial Position & Payments
The council **RESOLVED** to make the payments outlined in the February 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.
- 3) Budget Monitor
The updated budget monitor (also shows the 3 year forecast, including confirmed budget for 2016/17) was noted.
- 4) Internal Controls
The regular internal controls had been conducted with no amendments requested or issues arising.

171/15 REPORTS

- 1) Clerk attended HMRC webinar on 17/2/16 on 2016/17 payroll changes to legislation. No issues arising for PPC.
- 2) Fallen fence around data centre site reported to Brian Harvey at Cannon Business Centre/Galileo Connect.
- 3) Bulk delivery of dog fouling to Vicarage Road dog bin reported to AVDC.
- 4) Fallen tree and sunken drain reported to TDS / Taylor Wimpey.

172/15 THE FOLLOWING REMINDERS WERE NOTED

- Parish Council meetings: 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: 14/3/16, 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, 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 90th Birthday: 21 April 2016
- Internal Audit Fri 13/5/16
- Vicarage Road closed 23-25 Feb re Anglian Water works by Coach House. School transport advised re buses to Tring
- Cheddington railway bridge closed from mid February for 9 weeks
- Play around the Parishes 1 and 19 August 10-12 noon (different weeks to Cheddington). One in Ivinghoe 10-12 8/4/16. Cheddington 28/7 pm & 24/8 10-12.

173/15 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Thursday 24 March 2016. The following items were requested/notified as being on the agenda:

- Consider and Pay Chairman's Expenses
- First draft of year-end figures, if payment near end of month
- Review pavilion hire fees for following season and notify JFC before end of April so can be taken into consideration when set subscription rates
- Tree Risk Assessment John Lowe recommended re-inspection of a number of trees in Spring 2016
- Review any ad-hoc works that may be required under BCC Devolved Service agreement and agree with J Leonard Ltd
- Clerks annual incremental grade increase should take effect on 1 April each year

174/15 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman then closed the meeting at 9.40pm.

Signed: _____
Chairman

Date: 24 March 2016