

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 28 April 2016
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.20pm

1/16 ATTENDANCE AND APOLOGIES

COUNCIL PRESENT: Cllr Saintey (Chairman), Cllr Nicholls (Vice Chairman), Cllr Blunt (part), Cllr Mrs Groom, Cllr Mrs Arney, Cllr Mrs Crutchfield, Cllr Starling, Cllr Matthey and Cllr Weber.

Clerk: Laurie Eagling.

OTHERS PRESENT: District Councillors Derek Town and Sandra Jenkins (part).
Cllr Robin McCarthy of Aldbury Parish Council, plus 3 members of the public.

APOLOGIES: Cllr Mrs Stack (unwell).

2/16 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled by the members of the public.

3/16 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

- 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 debates relating to groundwork at either site.
- 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 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.
- Cllr Crutchfield declared interest as one of the parish council's representatives on the Pitstone Allotment Association Committee, and Cllr Saintey is an allotment tenant, for which a dispensation to discuss, but not vote exists.
- Cllr Saintey declares an interest as a member of the AVALC committee and therefore did not participate or take part in the voting for the grant application to this body.

4/16 MINUTES OF THE MEETING held on 24/3/16

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council meeting held on 24 March 2016 were a true and accurate record of the proceedings. The Chairman was authorised to sign the council minutes on behalf of the council.

5/16 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) 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) 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.
- 3) Castlemead Lighting: Requirements for Phase V, and Phases I-V previously 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.
- 4) 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.
- 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) 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.
- 7) 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, sport & leisure contribution now confirmed as £137,217.
- 8) Pending path & highway remedial works – Paths: Vicarage Road proposed to be widened and relayed by Vicarage Road development. Highways: The Crescent, mid-section of Yardley, Marsworth Rd up to Ivinghoe hope to go on resurfacing list for 2016/17. Queen St by shop (road & curb stones, re-reported April 2016, Rob Anderson hoping will be patched utilising part of £3m released by BCC); Rushendon Furlong pot hole (40004448), potholes Westfield Road (46014643 and 46014644) (also reported all pot holes in Westfield Road to Taylor Wimpey, TDS & BCC). Bus box at Rushendon Furlong junction to be considered as part of resurfacing, roundabout knock-down signs (40014955); pot holes in footpath by charity flats (40016584)
- 9) Hedge Extension: on the recreation ground to be carried out by the Cricket Club
- 10) MVAS: mVAS annual service should have taken place on 22/2/16 but was delayed by SWARCO. Re-arranging.
- 11) Tree works: Tim Wilson has returned to undertake more of the tree works but still has outstanding work. Remaining items: aerial survey of oak, assessment of decay at base of false acacia and removal of felled wood from allotment site.
- 12) Play Space Planning Application: AVDC granted planning permission.
- 13) Pitstone to Marsworth Footpath: Allan Purchase advises that the final report will not be available until mid to end April. Work is being carried out to determine ecology implications re removal of hedgerow and mitigation measures that will be required in case this adds to the cost. The two parish councils wish to submit a New Homes Bonus bid in July. Allan advises that other path schemes are also hoping to submit to the same NHB funding round. Bob Kennedy advised that NHB specifically excluded street lighting and therefore BCC were advised not to pursue this additional element of the report (previously requested by Marsworth PC). Allan Purchase has advised that they now have quotations to carry out the ecology survey required to support the work & will shortly be commissioning this study. The final report should be available by the end of May.
- 14) Ben Hamilton Baillie Presentation 6.30pm 10 May 2016: Room booked. Leaflet distribution undertaken alongside the annual assembly agenda distribution & via school book bags. Agreement obtained from the two surgeries, school and library to display hard copies (now printed) of the two reports post the event. BHB confirmed attendance. Banners now at printers and will be erected at the weekend. Brookmead arranging consultation with children in parallel with their school travel plan. Display board images sent over by BHB.
- 15) Parish Map: all now on display
- 16) Noticeboard renovation: complete
- 17) NDP: now officially 'made' and adopted by AVDC
- 18) Queen's 90th birthday commemorative tree: AVDC and TW granted permission for the crab apple to be located in the open area near the Hever Close playground. Tree has to be planted bare rooted to ensure best chance of survival and is therefore not available until November. Plaque and stand have been measured & artwork will be mocked-up but not sent to print until the tree is ordered, in case the variety has to change.
- 19) Auto Enrolment Pension Liabilities: initial letters to employees issued last month. Going through the process of creating the pension scheme with NEST and importing into Sage Payroll. No further action required at present.

- 20) Best Kept Village: entry prepared for submission. BACS transfer raised for signature at 28/4/16 meeting.

6/16

CORRESPONDENCE

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

Aylesbury Vale District Council

- Planning notifications and correspondence – circulated and posted electronically
- Details of village pub competition – requested hard copy of poster and circulated electronically
- Definitions of Affordable Housing provided by Cllr Jenkins – circulated electronically
- Consultee Access notes – circulated electronically
- Update to register of electors – circulated electronically
- AVDC roadshow request for event information – passed to Party in the Park

Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate
- My Bucks e:newsletters – circulated electronically
- Prevention Matters e:newsletter – circulated electronically
- Details of Parish Liaison meeting – Cllr Saintey attending
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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 Society e:newsletters, e:magazine & emails – circulated electronically
- Fields in Trust e:newsletters – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Public Sector Today e:newsletters – circulated electronically
- Aylesbury Town Centre events posters – passed to notice-board manager
- LCR magazine Spring 2016 – for circulation
- Came & Company spring e:newsletter – circulated electronically
- Insignia UK info re commemorative products – circulated electronically
- Updates from the Pensions Regulator – circulated electronically, actions already in place
- NALC financial updates – circulated electronically and actioned
- Duplicate info from Norfolk China re Queen's birthday – circulated electronically
- BALC LTN on Copyright – circulated electronically
- Reminder from resident re lack of footpath round outside of field – passed to footpath representatives
- Correspondence re Youth Café from AVYFC – circulated electronically
- Bucks County Museum Trust event posters – passed to notice board manager
- Beacon Villages Community Library e:updates – circulated electronically
- Mix 96 Pitstone NDP coverage – circulated electronically
- Info re Ivinghoe flower and vegetable show 10/9/16 – circulated and posted electronically
- Funding Central e:newsletter – circulated electronically
- Local Councils Update Issue 194 – for circulation
- Copy of lengthy document from a resident to Land Registry re a boundary dispute – retained
- BALC details of a clerk/RFO vacancy – circulated electronically
- Confirmation from Friends of St Marys that their water supply has been connected & thanking the council for their donation – circulation electronically
- Unity Trust e:newsletter – circulated electronically
- SLCC EGM information – for circulation

7/16

PITSTONE DEVELOPMENT AREA (PDA)

Progress continues.

SPORTS AND LEISURE COMMITTEE – CLLR MRS GROOM, MEMBER OF THE COMMITTEE

- 1) The draft minutes of the Sports & Leisure Committee meeting held on 11/4/16 were noted. It was noted that there were no actions arising for the parish council at present with regard to the new building until specifications had been confirmed.
- 2) Other matters for debate/approval:
 - 2.1 It was **RESOLVED** to approve the P&IUFC request to cancel provisional funding of £900 recommended by the Sports and Leisure Committee towards the extension and relocation of the pitches. It is understood by the council that the club will fundraise for this activity and implement in the 2017 closed season.
 - 2.2 It was **RESOLVED** to approve the P&IUFC request for £680 grant funding towards ball stop netting for the rear and left of the large pitch on the provision that P&IUFC apply for, and are successful with, a grant application for 70% of funding from the Football Foundation and raise any other funding required from either grant applications or fundraising.
 - 2.3 It was **RESOLVED** that the parish council would further support P&IUFC by submitting the planning application to AVDC for such ball stop netting (anticipated cost £97).
 - 2.4 It was **RESOLVED** to appoint J Lowe to undertake the annual tree risk assessment for trees on The Crescent and the single commemorative tree by Hever Close. J Lowe has been commissioned by the Recreation Ground Charity to undertake the same works on their ground. J Lowe has volunteered to undertake the work free-of-charge during late May/June/July once the trees are in full leaf.
 - 2.5 After consideration of the quotation it was **RESOLVED** to appoint Ardenoak Fire to undertake the annual fire equipment service at the pavilion. This local company has held the cost static for several years at £10 call out plus £2 per item.
 - 2.6 It was **RESOLVED** to accept the quotation from R Porter to cut the grass in the Castlemead play areas (£85 per cut, funded from S106 maintenance funds held), the grass at Pitstone Hill (funded by compensation payments from National Trust), the land at The Crescent and the allotment roadway (£260 per cut, as per last year).
 - 2.7 The information received from Opus re the Department of Energy and Climate Change levy increases along with the associated impact were noted.
 - 2.8 It was **RESOLVED** to postpone consideration of the annual playground inspection recommendations to the next Sports and Leisure Committee Meeting as some members had not had time to visit all the sites.
 - 2.9 Open Access Football Goal
 - 2.9.1 It was noted that both Taylor Wimpey (current landowners) and AVDC (future landowners) had now granted approval for a socketed football goal to be located in the kicking area close to Hever Close playground.
 - 2.9.2 It was **RESOLVED** that the parish council would accept responsibility for ongoing maintenance of such a goal and of the ground in front of the goal (which will inevitably get worn and require ongoing attention).
 - 2.9.3 It was **RESOLVED** that the parish council would purchase the equipment recommended by Mark Harrod (goal specialists) of 1 x heavy duty steel socketed goal with back supports, net and extra socket lock wedges at a cost of £361.80 + VAT + delivery of £120.
 - 2.9.4 It was **RESOLVED** that the parish council would commission J Groom to undertake the installation of the socketed goal, quotation of £95 + VAT.
 - 2.9.5 It was **RESOLVED** that further attempts at public meetings were not required.
 - 2.9.6 It is hoped that by providing functional alternative equipment that vandalism of the renovation works at the pavilion site during the summer holidays will be reduced and the venture will be self-funding.

PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF THE PLANNING COMMITTEE

Cllr Crutchfield provided a summary of matters discussed at the planning meetings on 11/4/16 and earlier during the evening of 28/4/16 for the benefit of members of the public. No matters arising for full council.

10/16 **RECREATION GROUND CHARITY – CLLR MATTEY, CHAIR OF THE CHARITY COMMITTEE**

Cllr Mattey provided a summary of the Recreation Ground Charity Committee meeting and meetings with the P&IUFC, I&PUCC and ground keeper.

- 1) It was **RESOLVED** to endorse the charity committee resolutions with regard to the appointment of grounds maintenance contractors for 2016/17, the appointment of contractor to carry out the annual tree risk assessment and the issue of occupational licences to the football & cricket clubs.
- 2) It was **RESOLVED** to grant the Pitstone Recreation Ground Charity the full budgeted grant amount of £5,700 for the whole of 2016/17. This would enable the charity to function on an independent financial basis for the remainder of the year.

11/16 **OTHER ISSUES**

- 1) Rural Housing Exception Schemes
Background report noted. No resolutions required by council at present. The project is still be investigated.
- 2) Youth Café
 - 2.1 It was noted that AVYFC were concentrating their efforts into the more religious based youth cafés and that management of five parish based youth cafés was being transferred to Dave Rollins.
 - 2.2 The draft contract documentation was discussed and a few further questions were raised.
 - 2.3 It was **RESOLVED** to seek resolution to the outstanding queries, and assuming these were satisfactorily, to enter into a contract with Dave Rollins to provide Youth Café Leader facilities to the Pitstone Youth Café.
 - 2.4 Assuming 2.3 above, it was **RESOLVED** to adopt the associated new youth café policy documents. The Café Manager will ensure the volunteers are briefed. Documents to be reviewed annually.
 - 2.5 It was noted that Martha was being funded by the Local Area Forum to run the Pitstone Youth Forum (amongst other youth forums) and therefore it may no longer be necessary for Pitstone parish council to fund the second support worker.
 - 2.6 It was noted that volunteer numbers remained a concern. Assuming 2.3 above, the Café Leader will assist with recruitment.
 - 2.7 The attendance demographic report was considered. There were 239 different attendees between September and April, 90% were Pitstone residents, a further 5% came from immediately adjacent parishes, with only 13 children visiting from locations further afield.
 - 2.8 Assuming 2.3 above, it was noted that the Café Leader would attend a meeting with Year 6 Brookmead children on 14/6/16 and these children would be offered the ability to attend four introductory youth café sessions before the close of term (22/6, 29/6, 6/7 and 13/7). The clerk asked for additional councillors to attend these sessions if possible, councillors to advise.
 - 2.9 It was noted that the young people that attend youth café had applied for, and been awarded, a grant to purchase two basketball hoops. Brookmead had granted permission for them to be stored at the site and AVYFC had agreed that Brookmead could utilise them as well.
 - 2.10 It was noted that Brookmead had granted permission for the youth café to utilise the school field during the dry summer months, on the same proviso as other areas that at least 2 adults were available to supervise.
 - 2.11 Assuming 2.3 above, it was **RESOLVED** that the Café Leader should register the Pitstone Youth Café with Action for Youth (cost £55) to provide continuous best practice updates, DBS checking service, annual review of café practices with the Café Manager etc.
- 3) Pitstone Guide
It was **RESOLVED** to update the Pitstone Guide for 2016/17, electronic version only, with a view to producing another printed guide for household distribution in 2018/19.
- 4) Devolved Services
It was noted that Jacqueline Austin-Lavery, Business Improvement Senior Officer at BCC had advised that she “knows of no plans to fund further transport services devolution beyond” the 3 year visibility initially provided, despite the original proposal being a four yearly rolling visibility/plan.

- 5) SLCC Membership
It was **RESOLVED** to meet the cost of SLCC membership for the forthcoming year, at a cost of £167 for the annum.
- 6) Daffodils on Marsworth Road
It was **RESOLVED** to write to the resident and explain the situation before determining whether to progress.
- 7) BCC owned land at The Crescent
It was noted that BCC had referred the parish councils request for a permanent and proper resolution to the lease situation to Carter Jonas, who had responsibility for all BCC land management. The parish council is waiting for a response.
- 8) Tring Station
Cllr Weber provided feedback on the survey results. The wide spread of trains utilised, especially in the evenings, may make it difficult to implement any sustainable local travel arrangements. More detailed analysis to be carried out.
- 9) Annual Assembly (17 May 2016)
Final arrangements were discussed and put in place.
- 10) Lantra Basic Tree Inspection
It was **RESOLVED** to meet the £230 course fee for the clerk to attend the above course to assist with weekly inspections.
- 11) End of Year Payroll
Updates on the year-end payroll closure, issue of P60s, production of P11s, conversion to Sage One Payroll software and clerk training were noted.

12/16 FINANCIAL ISSUES

- 1) Quarterly Grant/Donation Considerations
 - 1.1 It was **RESOLVED** to provide the requested £25 annual donation to AVALC.
 - 1.2 See 10/16.2 above for details of grant to Recreation Ground Charity.
- 2) End of Year Financial Reports
 - 2.1 The draft year end bank reconciliation was noted and will be formally approved post internal audit.
 - 2.2 The year end analysis was noted.
 - 2.3 The Quarter 4 VAT return was noted, with £2,250.41 refund due from HMRC.
 - 2.4 It was **RESOLVED** to transfer £12,452.69 from the S106 account to the NatWest current account as part of the annual S106 account year end reconciliation.
 - 2.5 It was **RESOLVED** to transfer £9,375.68 from NatWest to Unity to ensure that the NatWest account only retained the accruals and ring-fenced funding.
 - 2.6 The annual governance statement requirements were considered. No issues were arising.
 - 2.7 The draft year end annual return and explanation of variances were considered and noted, these will be formally considered/approved post internal audit.
 - 2.8 The draft annual report and accounts was discussed and minor amendments submitted. The draft will be provided at the annual assembly. The final document will be issued post the internal audit.
 - 2.9 The draft trustee annual reports for Pitstone Recreation Ground Charity and Pitstone Parish Charity were considered. Both documents will be approved by the relevant charities prior to formal publication but will be provided as drafts at the annual assembly.
 - 2.10 The change to income and expenditure accounting, as previously resolved, was noted.
 - 2.11 The new accounting structure coding was noted.
- 3) Changes to Unity Trust Bank terms and conditions
 - 3.1 It was noted that from 4/6/16 Unity Trust were no longer paying interest on current accounts and would be introducing a monthly fee of £6 per month plus charge of 15p per transaction. The potential impact for the parish council was noted.
 - 3.2 It was **RESOLVED** not to open a deposit account.

- 4) Financial Position & Payments
The council **RESOLVED** to make the payments outlined in the April Financial Summary. Two councillors undertook to authorise the transactions for BACS transfer and initialled the corresponding paperwork. Two councillors signed the necessary cheques and initialled the stubs. The bank reconciliation, creditor/debtor information, receipts and payments were noted. The Chairman initialled the payments sheets.
- 5) Internal Controls
The regular internal controls had been conducted with no amendments requested or issues arising.

13/16 **REPORTS**

- 1) Cllr Starling provided feedback on the Theatre in the Villages opportunity. It will be recommended to the Pitstone Memorial Hall Charity as a venture worthy of investment.
- 2) No Neighbourhood Action Group report was available from Thames Valley Police.
- 3) Cllr Saintey provided feedback from the BCC Parish Liaison meeting and subsequent BALC Exec meeting held on 27/4/16.
- 4) Cllr Matthey provided an update on the Pitstone Memorial Hall Charity. New volunteers were due to join the charity shortly that would greatly enhance its position.
- 5) The mVAS data for Marsworth Road was considered.
- 6) It was noted that Brookmead School would be visiting the allotment site on 6/6/16. Pitstone Allotment Association are liaising with the school.
- 7) Cllr Matthey advised that instances of parking on footpaths had been reported again. TVP can ticket vehicles that cause an obstruction, park on dropped curbs or allow insufficient space for a buggy to get past.
- 8) The other reports, reminders and forthcoming events were noted.

14/16 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 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: 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) 7/6/16, 6/9/16, 28/10/16 – Cllr Saintey attending
- Party in the Park 16 July 2016
- Internal Audit Fri 13/5/16
- Cheddington railway bridge closed from mid February for 9 weeks
- Play around the Parishes 1 August 10-12 noon and 19 August 2-4pm (different weeks to Cheddington). Cheddington 28/7 pm & 24/8 10-12.
- Parishes Planning Meeting at AVDC 24 or 25 May 6.30pm Oculus – Cllr Crutchfield attending

15/16 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 26 May 2016 and this is the official annual meeting of the council. It was noted that at this meeting the council must:

- Appoint a chairman for the forthcoming year (must sign a declaration of acceptance of office)
- Make other appointments eg Vice Chairman, committees, working parties etc
- Confirm terms of reference to committees
- Review & update financial regulations (new template supplied by NALC)
- re-approve dd's/standing order payments and all those which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year)
- Annual review of bank mandates & actual banking arrangements
- Review risk assessment
- Review pavilion maintenance schedule
- Review community self-help plan

Councillors requested no further items for the agenda.

16/16 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman then closed the meeting at 9.20pm.

Signed: _____
Chairman

Date: 26 May 2016