

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 30 June 2016  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 9.10pm

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## 55/16 ATTENDANCE AND APOLOGIES

Council present: Cllr Saintey (Chairman), Cllr Nicholls (Vice Chairman), Cllr Mrs Arney, Cllr Mrs Groom, Cllr Mrs Crutchfield, Cllr Starling and Cllr Matthey (all present throughout). Cllr Blunt (8pm/youth café agenda item onwards). Clerk: Laurie Eagling.

Others present: District Councillor Sandra Jenkins. Cllr Robin McCarthy of Aldbury Parish Council. Residents: Mrs A Hawkins, Mr W Hawkins and Mr M London.

Apologies: It was **RESOLVED** to accept apologies from Cllr Mrs Stack (unwell) and Cllr Weber.

## 56/16 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

A resident, Mrs A Hawkins, raised the poor state of the roadside gutters this year as the BCC weed spraying service had not attended and the roundabouts, islands and roadsides were getting overgrown with tall weeds. Cllr Saintey advised that it had been discussed at the Local Area Forum and BCC had cut the service from their budget for 2016/17. The clerk has a meeting arranged with the Local Area Technician and will investigate options.

No further questions were tabled.

## 57/16 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

- All councillors have standing declarations of interest in the charity actions as the council as a corporate body is trustee of the Recreation Ground Charity and Pitstone Parish Charity.
- Cllr Blunt has a standing declaration as Chair of Governors for Brookmead School.
- Cllr Groom has a standing declaration relating to a pecuniary interest in A J Groom & Sons.
- Cllrs Crutchfield, Stack and Saintey have standing declarations of interests in the allotments (all 3 hold plots and the former two are members of the Pitstone Allotment Association)
- Cllrs Matthey & Starling have standing declarations of interests in Pitstone Memorial Hall Charity (as they act as Trustees to the charity)
- Cllr Saintey has a standing declaration of an interest as a member of the National Trust Ashridge Estate committee
- No additional declarations were made for the current meeting. No dispensation requests were received.

## 58/16 MINUTES OF THE MEETING held on 26/5/2016

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Annual Meeting held on 26 May 2016 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

## 59/16 CLERK'S REPORT

The following updates to matters arising were 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 undertaken topographic survey. They hope to commence negotiations with the landowners shortly. Once all costs known, 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. In discussion with both HCC and BCC. Still very

- keen. Will keep the parish council advised of anyway we can assist or progress. ETA 2018/19. Will update again in November.
- 2) Castlemead Issues: Steve Essam at Transport for Bucks in charge of negotiating highways handover with Taylor Wimpey. Tyler Merries moved back to trying to arrange TDS/TW handover to BCC, Adam at TDS will continue to look after 'customer care' immediate issues which are easier to get approved. District Councillors Derek Town & Sandra Jenkins and County Councillor Avril Davies lending their support to push for a resolution and implementation of the remedial works.
  - 3) Castlemead Lighting: Requirements for Phase V, and Phases I-V, submitted. BCC advise that adoption can't take place until post Westfield Road adoption (of which there has been no progress). 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) Tennis/Netball/5-aside floodlit court: the landowner advised in June that they are not in a position to provide further details of potential purchase/lease at present and will come back to the parish council once they are able.
  - 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 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.
  - 9) Vicarage Road S106: AVDC published details of the legal agreement for 68 dwellings provides public open space (POS) and LEAP (local equipped area of play) to be provided & certified prior to 50% of dwellings constructed; should the developer wish to approach the district/parish council re adoption of POS a commuted sum of £58,800 per hectare would be payable for future maintenance; should the developer wish to approach the district/parish council re adoption of LEAP & footpaths a commuted sum equivalent to the Schedule of Rates in the Good Practice Good (index linked) would be payable; the owners shall pay any stamp duty land tax & reasonable costs associated with the transfer detailed above; should the developer wish to transfer responsibility to a management company or AVDC/PPC the agreement must be in place prior to occupation of the 51% property; off-site Sports & Leisure Contribution payable based upon final mix of properties to be utilised at pavilion/recreation ground sites; Education Contribution payable based upon final mix of properties (50% prior to 1<sup>st</sup> occupation and 50% prior to 20<sup>th</sup>) to be spent solely on 1<sup>st</sup> form entry expansion of new secondary school on land east of Aylesbury, Broughton Crossing; plus £22,500 payable prior to commencement of development to fund Real Time Passenger Information (RTPI) at 2 bus stops by Recreation Ground.
  - 10) 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); Rushendon Furlong pot hole (40004448). Bus box at Rushendon Furlong junction to be considered as part of resurfacing, roundabout knock-down signs (40014955).
  - 11) Hedge Extension: on the recreation ground to be carried out by the Cricket Club
  - 12) mVAS: service report provided by SWARCO. Equipment in fully functioning order.
  - 13) Tree works: Tim Wilson 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. Tim has said that he hasn't forgotten about the trees but they are waiting for a decent dry spell so they don't ruin the ground
  - 14) Queen's 90<sup>th</sup> 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.
  - 15) Best Kept Village: Judging between 6 June and 8 July.
  - 16) Annual Tree Risk Assessment: commissioned with J Lowe. Results not yet available.
  - 17) Extra Daffodils for Marsworth Road: resident would like to progress in the autumn.
  - 18) Electronic Update of Pitstone Guide: pending

- 19) BCC Devolved Services: no visibility of funding for 4<sup>th</sup> year provided to the parish council
- 20) BCC Land at The Crescent: Bucks County Council advise that Carter Jonas have been carrying out a strategic review of all BCC land which should be concluded by 18/7/16 and they hope to be able to respond to the parish council after this date.
- 21) Open access football goal: Installed 9/6/16. 1 resident raised concerns re litter. Several communications from 1 other resident re various matters. Messages of thanks from parents/youths received. PCSO Dodson advised and monitoring. PPC monitoring. Sports & Leisure committee agenda item re bin/litter.
- 22) Playground Repairs: works commissioned. Wicksteed lead-time 4-6 weeks. M F London within 4 weeks.
- 23) BALC Charles Arnold Baker: ordered, not yet received
- 24) Trial of Vonage telephone system: pending
- 25) Credit Card: pending

60/16 **CORRESPONDENCE**

The following correspondence received this month was discussed and noted.

Aylesbury Vale District Council

- Planning notifications and correspondence – circulated electronically and posted electronically where appropriate
- Reminder re bin collection day changes – circulated and posted electronically
- Correspondence from the biodiversity officer praising the protection of the bee orchids – circulated electronically
- Planning training presentation and accompanying information – circulated electronically
- Invitation to parish council briefing on VALP 13/7/16 – circulated electronically. Cllrs Crutchfield, Weber, Starling and Blunt attending.
- AVDC correspondence re visiting the orchids – retained for file
- Notification of potential teething problems with new bin emptying cycle – circulated electronically
- Play around the Parish posters – put on noticeboards
- Email correspondence with District Councillors Derek Town & Sandra Jenkins and County Councillor Avril Davies re Castlemead / TW – circulated electronically
- Info re Roald Dahl Festival – added to the web site as requested
- Communities Team stakeholder consultation – circulated electronically and added to the agenda

Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate
- Marsworth Path Feasibility Report – circulated electronically. Marsworth PC drafting grant application.
- LAF agenda and meeting documents – circulated electronically
- E:newsletter re Active Bucks – circulated electronically
- Home to School Transport Consultation – circulated electronically and added to agenda
- Local Flood Risk Management Consultation – circulated electronically and added to agenda
- Changes to the Local Area Technician structure – circulated electronically
- Update from Brian Dean re land at The Crescent – circulated electronically
- Prevention Matters e:update – circulated electronically
- (BALC email) re BCC Unitary survey/questionnaire (open until 31/7/16) – circulated electronically – some councillors had undertaken the survey as individuals. Publicise electronically.
- Details of events re capital infrastructure projects and developer contributions (S106/CIL) – Cllrs Saintey and Nicholls to attend.
- LCR Magazine – for circulation
- 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
- Charity Commission e:updates, newsletters and consultation information – circulated electronically
- Buckinghamshire Business First e:newsletters – circulated electronically
- Chiltern Conservation Board e:newsletters & updates – circulated electronically

- Community Impact Bucks e:newsletters – circulated electronically
- Fields in Trust e:newsletters – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Public Sector Today e:newsletters – circulated electronically
- Funding Central e:newsletters – circulated electronically
- Aylesbury Town Centre events posters – erected in notice-boards
- Ivinghoe Old School Hub e:newsletters – circulated electronically
- BVCL, Waitrose token scheme collecting for BVCL – circulated and posted electronically
- BVCL event information – circulated and posted electronically
- Outstanding Chilterns magazine – for circulation
- Invitation from I&PUCC to 175<sup>th</sup> Anniversary Celebration on 21/8/16 – circulated electronically for councillors to respond direct
- Details of charity open garden event on 12/6/16 – circulated and posted electronically
- Continuing correspondence with one resident re Castlemead grass verge/orchids. Complaint procedure instigated.
- SLCC News Bulletin – circulated electronically
- Anglian Water information re private pumping stations – circulated and posted electronically and passed to PPP editor
- Correspondence from a resident with complaint/environmental concerns re a Pitstone employer – liaising with AVDC environmental health who have carried out an unannounced visit and raised a report with HSE
- Copy correspondence between a resident and JLES re Castlemead – retained for reference
- Copy Twitter correspondence between a resident and TW re Westfield Road potholes – circulated electronically
- Query from Castlemead residents re TW/JLES land management – responded direct to residents
- Copy correspondence between Brookmead, Cllr A Davies and LAF re Vicarage Road S106 education contribution – circulated electronically
- Email and telephone call from residents thanking the council for their efforts with the bee orchids, additional positive feedback received via Twitter, Facebook etc – circulated electronically
- Email from BBOWT praising council's actions with the bee orchids and confirming cutting information – circulated electronically & advised TDS/AVDC.
- Details of Rotherham's orchid protection scheme – circulated electronically
- Numerous correspondence from 1 resident re Hever Close goal relating to various matters. All correspondence circulated electronically to members of the S&L committee. PCSO Dodson asked to monitor. Additional checks by parish council initiated. Complaint procedure instigated.
- Concern raised by 1 resident re litter by Hever Close kicking area. Referred to the S&L committee.
- Thanks expressed for Hever Close goal from a number of people – circulated electronically
- The Clerk magazine Vol 47 – for circulation
- Local Councils Update Issue 196 – for circulation
- Chiltern Magazine Issue 220 – for circulation
- Copies of 9 letters from class 5S at Brookmead inviting B Blunt, Chair of Governors, to discuss the Ben Hamilton-Baillie proposals for parking along the High Street/Marsworth Road – held for reference
- Summer Sundays at Bucks County Museum poster – erected in notice-board
- Icknield Way Association e:newsletter – circulated electronically and passed to PPP Editor
- Details of Aylesbury Vale Transport Users Group meeting – circulated electronically (no-one from Pitstone to attend as agenda covering Buckingham issues)
- BALC Legal Topic Notes on land ownership and planning papers – circulated electronically
- HMRC employers newsletter – circulated electronically
- Thank you from a resident for getting his street light repaired – circulated electronically
- AVALC minutes of last meeting – circulated electronically
- PRS Music consultation – circulated electronically (the council doesn't have any premises to which this would apply at present) and added to the agenda
- Police and Crime Commissioner consultation on policing and crime in Thames Valley – circulated electronically and added to the agenda
- Information from rural housing enabler re schemes and sample materials – circulated to working party members
- Chiltern Society e:newsletter – circulated electronically
- Further positive feedback re orchids – circulated electronically
- Details of petition to parliament re suicides – circulated electronically

- Correspondence from residents re BHB proposals – collated responses and circulated electronically
- Thanks from resident re NDP thanks – circulated electronically
- NEST change to T&Cs – circulated electronically
- Sport England whistles and training cones – taken down to the pavilion for football teams to use
- Green Grants e:newsletter – circulated electronically
- Correspondence with Smiths Gore & AVDC re land by The Pightle – copied to planning committee chair

## Committee Reports

### 61/16 SPORTS AND LEISURE COMMITTEE – CLLR GROOM, CHAIR OF COMMITTEE

- 1) The minutes of the Sports and Leisure Committee meeting held on 13/6/16 were noted.
- 2) It was noted that the 1<sup>st</sup> Ivinghoe and Pitstone Scouts had now advised the parish council that their preferred option, at present, was to redevelop their existing site.
- 3) It was noted that the re-development plans, as the required structure was still fluid, were too much in infancy to be able to prepare an adequate business case to submit a grant application for New Homes Bonus before this year's deadline in July. Therefore, this is likely to carry forward to the next financial year.
- 4) A draft requirement for the new building(s) was being compiled and would then be circulated to all councillors. Quotations to produce initial concept drawings would then be invited from architects.
- 5) It was **RESOLVED** to accept the cost associated with remedial actions required in the playgrounds since the last meeting:
  - a) Removal of the rolling barrel from the Recreation Ground playground due to safety issues (employed M F London)
  - b) Re-concreting of 4 swing leg at the Recreation Ground (employed M F London)

### 62/16 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

- 1) No planning committee meeting had been required this month as no applications had been received. 1 application now received relating to change of use into residential garden at 11 The Pightle, therefore a July planning committee will be convened.
- 2) 2 Railway Cottages planning permission had been granted (PPC tendered no objections). No other decisions notified to the parish council.
- 3) Aylesbury Vale District Council are consulting on a revised draft to the Vale of Aylesbury Local Plan (VALP). A number of councillors are attending the parish council consultation event. There are a number of public consultation events, the details for which are being published in PPP and electronically by the parish council. District Councillor Jenkins confirmed that the VALP would not override policies contained within NDPs but could override housing needs and the dwelling requirements currently outlined were high as AVDC was being pressured to take additional housing from surrounding councils that could not fulfil their own residential capacity needs. Cllr Jenkins stressed that as many people as possible should be encouraged to respond to the consultation (open from 7/7-5/9/16) to oppose AVDC having to fulfil the unmet needs of other bodies.

### 63/16 RECREATION GROUND CHARITY COMMITTEE – CLLR MATTEY, CHAIR OF COMMITTEE

No committee meeting had been held this month. Meeting scheduled for July.

### 64/16 PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE

No committee meeting had been held this month.

### 65/16 STAFFING COMMITTEE – CLLR SAINTEY (IN CLLR BLUNT'S ABSENCE)

- 1) It was **RESOLVED** to initiate a change to the timing of salary payments to ensure that HMRC and NEST deadlines could be complied with and staff would be guaranteed to receive their wages by a set date. It was acknowledged that salary related payments may therefore need to be processed ahead of the main council meeting on occasion. Details would be circulated to all councillors each month and two councillors will still be required to approve any transactions online.
- 2) It was noted that Capel Manor had cancelled the Lantra Basic Tree Inspection training course due to insufficient enrolment. The cheque will be returned and the course rescheduled at a later date.

- 3) Council had requested at the May Annual Meeting that the overtime due to the clerk was paid. This was therefore raised as an official agenda item for approval. It was **RESOLVED** to pay 95 hours of overtime relating to the December-March period (@£14.514ph) and 40 hours of overtime relating to April (@£15.09ph)

#### Matters Raised by the Working Groups

##### 66/16 PITSTONE DEVELOPMENT AREA

It was noted that AVDC have not yet arranged a pre-application advice meeting with the developer and therefore there was no update available.

##### 67/16 LOCAL AFFORDABLE HOUSING

It was noted that there had been some staff changes to the Rural Housing Enabler for the area. Sample survey & covering letter information had been circulated to all councillors along with a parish council information pack about rural housing. A meeting will be arranged once the Community Impact Bucks representative returns from annual leave.

##### 68/16 TRAFFIC/HIGHWAYS/PATHS

###### 1) Ben Hamilton-Baillie

- a) The consultation had concluded and details of all responses circulated electronically. The parish council was pleased with the level of support from the local community. It was **RESOLVED** to adopt the proposals as the guiding document for highways going forward.
- b) It was noted that the Local Area Forum had agreed to provide a grant of £2,460 towards a Level 1 Road Safety Audit relating to the sites and proposals outlined in the Ben Hamilton-Baillie report for Pitstone. It was **RESOLVED** that the Parish Council would contribute the necessary £2,461 of match funding to enable this report to be commissioned. BCC will place the order for the Road Safety Audit with TfB and anticipate that it will take approximately 2 months.
- c) It was noted that the same offer had been extended from the Local Area Forum to Ivinghoe parish council.
- d) It was noted that the Level 1 Road Safety Audit, and subsequent discussions with the parish, would formulate the background data necessary to commission a full Stage 3 Feasibility Design Study. It was **RESOLVED** that the parish council would apply for match funding towards the Feasibility Design Study from the LAF 2017/18 grant request scheme that need to be submitted in August. It is hoped that the Road Safety Audit will be available by then as supporting information, but noted that this may not be the case. Cost of this Audit is, as yet, unknown from TfB, but anticipated to be in the region of £6-8k.

###### 2) Pitstone-Marsworth Path

- a) It was noted that BCC/TfB had now supplied the Feasibility Report relating to the path and that the total anticipated cost had now risen to £251,320, which excludes any additional works required as a result of the ecology report (not yet available) but includes a 40% contingency cost.
- b) It was noted that Marsworth parish council have insufficient reserves to meet the short term cost of VAT liability for such a large project and they only submit VAT claims annually. It was **RESOLVED** that the parish council would double check with BALC if it could act as main banker. If this was affirmative, it was **RESOLVED** that the parish council would receive the grant payments, pay the BCC invoice and reclaim the associated VAT.
- c) The draft New Homes Bonus application was considered and noted. It was **RESOLVED** to proceed and the Chairman was granted authority to sign on behalf of the council.

###### 3) mVAS

It was **RESOLVED** to adopt the draft annual review of the mVAS policy and associated risk assessment, and the chairman was duly authorised to sign on behalf of the council.

69/16 **YOUTH CAFÉ**

- 1) The general update and feedback from the volunteers meeting held on 29/6/16 was noted. The youth café still needs to attract more regular volunteers.
- 2) The feedback from the meeting with Year 6 children at Brookmead and the first two taster sessions was noted. Approximately 25 of the 40 children in the year group had attended so far.
- 3) It was **RESOLVED** to provide a £5 gift voucher for CuriosiTEA rooms to each of the 31 volunteers that attending during the current academic year, total cost £155.00.
- 4) It was noted that a meeting needed to be arranged with the Café Manager during July with discussions including the staffing model.
- 5) It was **RESOLVED** that the parish council would request an update at the next meeting about the exact plans for the Youth Forum being delivered by AVYFC from the funding supplied by the LAF, as our Youth Forum representative hasn't attended Pitstone for a number of weeks.
- 6) It was **RESOLVED** that the parish council would commission 2 x 3 hour skate park sessions for the summer holidays but only if they could take place in the car park at the memorial hall.
- 7) It was **RESOLVED** to meet the cost of a £12 tarpaulin required to cover the skate ramps stored at Brookmead School.
- 8) It was noted that the Ivinghoe & Pitstone United Cricket Club were supporting the Youth Café and providing cricket coaching at the last three sessions of the term. This was warmly received by the council.

Other Issues:

70/16 **STREET LIGHT REPAIRS**

- 1) It was **RESOLVED** to meet the cost of 4 street light repairs necessary during the month.
- 2) It was **RESOLVED** to check the lighting portfolio to determine if any column or lantern replacements, to LED, should be scheduled with this year's budget.

71/16 **EON DEEMED CONTRACT RATES**

It was noted that Eon had increased the cost of the deemed contract rate from 12.4ppkWh to 14.4ppkWh with effect from 1/7/16. It was noted that the parish council had last compared the market only 12 months ago. It was **RESOLVED** to stay on the deemed contract rate unless a comparison proved a need to take alternative action.

72/16 **BUCKS COUNTY COUNCIL HOME TO SCHOOL TRANSPORT CONSULTATION**

It was **RESOLVED** that the parish council wished to submit a response to the consultation regarding transport costs to Cottesloe (the catchment) school and seek clarification on implications for grammar schools.

73/16 **BUCKS COUNTY COUNCIL LOCAL FLOOD RISK MANAGEMENT POLICY CONSULTATION**

It was **RESOLVED** that no response was necessary to this consultation.

74/16 **POLICE AND CRIME COMMISSIONERS SURVEY**

- 1) It was **RESOLVED** to permit a resident, Mr London, to explain his concerns relating to policing to the council.
- 2) It was **RESOLVED** that the parish council wished to respond to the consultation and raise concerns with (1) the election process for the commission and (2) the lack of rural policing and back-up for the PCSOs.

75/16 **PRS MUSIC LOCAL AUTHORITY CONSULTATION**

It was **RESOLVED** that no response was necessary to this consultation.

76/16 **AVDC COMMUNITIES TEAM CONSULTATION**

It was **RESOLVED** that no response was necessary to this consultation.

77/16 **TOWN LANDS CHARITY / WILLIAMSON TRUST**

It was **RESOLVED** approve the re-election of Mrs G Lowe and Mrs S Gregory as Trustees of the above named charities.

78/16 **EQUAL OPPORTUNITIES POLICY**

It was **RESOLVED** adopt the previously circulated draft annual review of the Equal Opportunities Policy and the Chairman was duly authorised to sign on behalf of the council.

79/16 **ANNUAL REGISTRATION WITH ISO AS DATA CONTROLLER**

It was **RESOLVED** renew the annual registration with the ISO as a Data Controller and to meet the associated £35 fee.

**Financial Issues:**

80/16 **YEAR END FINANCIAL REPORTING**

- 1) The report submitted by the Internal Auditor and the Internal Audit section of the Annual Return were considered. It was noted that no issues had been raised and no matters were arising. It was therefore **RESOLVED** that no amendments were necessary to the internal controls.
- 2) Council re-considered the requirements of the Annual Governance Statement for 2015/16. It was **RESOLVED** that affirmative responses could be given to all questions and council granted authority to the chairman to duly sign on behalf of the council.
- 3) Council re-considered the bank reconciliation to 31 March 2015 and **RESOLVED** it to be a true and accurate reflection of the council position. The Chairman was duly authorised to sign on behalf of the council.
- 4) Council re-considered the Explanation of Variances for 2015/16 and **RESOLVED** it to be a true and accurate reflection of the council position. The Chairman was duly authorised to sign on behalf of the council.
- 5) Council re-considered the Accounting Statement for 2015/16 and **RESOLVED** it to be a true and accurate reflection of the council position. The Chairman was duly authorised to sign on behalf of the council.
- 6) Council **RESOLVED** that the period for exercise of electors' rights be set as 1/7/16-11/8/16. The notification of electors' rights, explanatory information and associated financial materials will be posted to the website from 30/6/16 and displayed on notice-boards. The Chairman was duly authorised to sign the declaration on behalf of the council.
- 7) It was noted that all submissions must reach Mazars by 6/7/16 so will be dispatched by first class signed for mail.

81/16 **FINANCIAL POSITION AND PAYMENTS**

- 1) The monthly budget summary was noted.
- 2) The bank reconciliation was noted and duly signed by a member of the council.
- 3) The council noted the income, expenditure, debtors and creditors' information and it was **RESOLVED** to make the payments outlined in the monthly financial summary. Two councillors undertook to authorise the transactions for BACS transfer and initialled the corresponding paperwork. The chairman was duly authorised to sign the monthly summary.

82/16 **INTERNAL CONTROLS**

The regular internal controls were conducted with no amendments requested or issues arising.

**Other Reports:**

83/16 **PITSTONE MEMORIAL HALL CHARITY – CLLRS MATTEY & STARLING, TRUSTEES**

- 1) Cllr Mattey explained about the restructuring of the committee and associated meetings by the new Chairman.

- 2) The Memorial Hall Charity had requested that members of the parish council attend the next charity meeting on 26/9/16 to provide an update on pavilion redevelopment and the Pitstone Development Area. Cllrs Groom and Weber had agreed to attend.
- 3) Cllr Starling provided details of the two Theatre in the Villages events that had been booked, taking place on 22 October and 26 November. This was warmly received by council.

#### 84/16 OTHER REPORTS

- 1) Cllr Saintey provided feedback from the AVALC meeting on 7/6/16.
- 2) Cllr Crutchfield provided feedback from the AVDC unitary meeting on 7/6/16, which had been poorly attended.
- 3) Cllr Crutchfield read Cllr Stack's report following the LAF meeting on 9/6/16. Cllr Blunt advised that the Brookmead Governors, supported by County Councillor Avril Davies, had submitted a written petition for the LAF to explain why BCC had allocated the education contribution arising from the Vicarage Road development to a new secondary school at Broughton Crossing which the Pitstone children wouldn't attend. BCC had already awarded the education contribution related to Rushendon Furlong to senior education. BCC had made these decisions, despite responding to the Vicarage Road planning application that further primary school places were required near Pitstone. Correspondence is ongoing between BCC and the Brookmead governing body.
- 4) The mVAS data for Vicarage Road was noted.
- 5) The other ad-hoc reports were noted.
- 6) It was **RESOLVED** to permit Robin McCarthy of Aldbury Parish Council to provide an update on Tring station. Mr McCarthy agreed to email the details to District Councillor Sandra Jenkins. It was **RESOLVED** that Cllr Saintey would request an update at the next LAF in September. It was noted that three companies were currently bidding for the franchise.

#### 85/16 THE FOLLOWING REMINDERS WERE NOTED

- Parish Council meetings: 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: 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) 6/9/16, 28/10/16, 5/11 AGM – Cllr Saintey attending
- Party in the Park 16 July 2016
- Play around the Parishes 1 August 10-12 noon (clerk) and 19 August 2-4pm (Gill Arney). Cheddington 28/7 pm & 24/8 10-12.
- Best Kept Village judging between 6 June and 8 July
- Beacon Villages Community Library AGM 9 July
- Vale of Aylesbury Plan Consultation Events – Aylesbury Friars Square 14/7, Wendover St Anne's Hall 4/8
- I&PUCC 175<sup>th</sup> Anniversary Celebration 11am 21/8/16
- Parish Council presentation on VALP 13/7/16 – Cllrs Crutchfield, Weber, Starling and Blunt attending
- Pitstone Memorial Hall Committee Meeting 26/9/16 – PMH requested PPC attendance to update on pavilion and PDA, Cllrs Groom and Weber attending.

#### 86/16 DATE OF NEXT MEETINGS

The next meeting of the Parish Council will be held on Thursday 28 July 2016. It was noted that the following would appear on the agenda:

- Quarterly grant considerations
- NAG at council meeting
- Review any ad-hoc works that may be required under BCC Devolved Service agreement and agree with J Leonard Ltd.
- Annual review of Street Lighting Policy

87/16 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 9.10pm.

Signed: \_\_\_\_\_  
Chairman

Date: 28 July 2016