PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 1 September 2016

in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.25pm

118/16 **ATTENDANCE AND APOLOGIES**

Council present**:** Cllr Saintey (Chairman), Cllr D Nicholls (Vice Chairman), Cllr Mrs Stack,
Cllr Mrs Arney, Cllr Mrs Crutchfield, Cllr Starling, Cllr Blunt, Cllr Weber (122/16 onwards) and Cllr Mattey (123/16 onwards). Clerk: Laurie Eagling.

Others present: District Councillor Derek Town (until 135/16). Cllr Robin McCarthy of Aldbury Parish Council (until 140/16). Resident: Mr M London. National Trust: Emily Smith (for presentation on Biodiversity Strategy and the Ashridge/Ivinghoe Beacon Biodiversity Opportunity Area only).
Apologies: It was **RESOLVED** to accept apologies from Cllr Mrs Groom and District Councillor Sandra Jenkins.

119/16 **QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS**

No questions were tabled.

120/16 **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 (although not present) 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 Mattey & 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
* Cllr Starling declared an interest as a resident of Vicarage Road in Pitstone.
* No additional declarations were made for the current meeting. No dispensation requests were received.

121/16 **MINUTES OF THE MEETING** held on 28/7/2016

###  It was RESOLVED that the draft minutes of the Pitstone Parish Council Meeting held on 28 July 2016 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

122/16 **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. Still very keen. Will keep the parish council advised of anyway we can assist or progress. ETA 2018/19 (they legally have until 2024 to deliver the scheme). Will update again in November. It has been confirmed by both BCC and HCC that the project is live, and that the S106 funds are not being recalled/diverted.
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. TW have promised to undertake a number of long outstanding issues. Keith Millard (TW) and Steve Essam (BCC) are now in renewed conversations and updated work quotations are understood to be being sought.
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 – Anglian Water ETA 2019/2020
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 1st occupation and 50% prior to 20th) to be spent solely on 1st 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, junction section of Queen Street and junction section of Church Road due for treatment by patching game; Marsworth Rd up to Ivinghoe hope to go on resurfacing list for 2016/17. Albion Road failing surface outside the Longhouse reported 7/7/16 to be partly patched and partly surface treated. Bus box at Rushendon Furlong junction to be considered as part of resurfacing, roundabout knock-down signs (40014955).
11. Roundabout lighting knockdown: TfB passed to BCC lighting dept. (40014955) 24/3/16
12. VAHT Glebe Close car parks: advised VAHT 4/7/16 in need of weed killing treatment
13. Hedge Extension: on the recreation ground to be carried out by the Cricket Club
14. Tree works: Surveys now completed by Tim Wilson, no issues arising with either tree and invoice can now be paid.
15. 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.
16. Annual Tree Risk Assessment: commissioned with J Lowe. Results not yet available. Will then be considered by the Sports & Leisure Committee and Recreation Ground Charities respectively.
17. Extra Daffodils for Marsworth Road: resident would like to progress in the autumn.
18. Electronic Update of Pitstone Guide: contributors to supply updates by end Sept
19. BCC Devolved Services: no visibility of funding for 4th year provided to the parish council
20. BALC Charles Arnold Baker: Arrived. Invoice raised for payment.
21. Trial of Vonage telephone system: pending
22. Footpath between Pitstone and Marsworth: grant application submitted to New Homes Bonus, who meet in September and are due to respond in October. Pitstone Parish Council legally able to act as banker, as both parishes are Section 33 bodies however a number of concerns arise. Will need further discussion with BCC/LAF should the grant application be successful. Cllr D Town will provide an update after the meeting.
23. Auto enrolment pension: no further action required prior to staging date in February
24. Eon deemed contract rates: no cheaper contract rates identified by BAS so council will remain with Eon on deemed contract
25. Meeting with BCC: individual meeting 4 October 2016 at 7pm
26. Bucks Buzzing Campaign The original contact has left the project and the replacement will get in touch once they have commenced.

123/16 **PRESENTATION FROM EMILY SMITH, NATIONAL TRUST RANGER ON THE NATIONAL BIODIVERSITY STARTEGY AND THE ASHRIDGE AND IVINGHOE BEACON BIODIVERSITY OPPORTUNITY AREA (BOA)**

 Emily Smith of the National Trust explained how it had been recognised by central government that just having isolated protected wildlife sites wasn’t going to be good enough and that green corridors that connect the sites need to be created to enable flora and fauna to travel between areas. The Ashridge and Ivinghoe Beacon district has been identified as one of the key Biodiversity Opportunity Areas (BOA) in the country and therefore was of particular importance, and has a crucial role to play in climate change mitigation as well as the care of pollinators and other wildlife. We all depend on pollinators for our food and many pollinator populations are declining. Everyone can play a part – landowners can reduce use of pesticides & add field buffer strips; Churches can encourage wildflower churchyards; Homeowners can create garden wild plots, add window boxes or plant fruit trees; councils can encourage wildflower road verges, flowering hedges, ponds and community gardens/orchards. Everyone in Pitstone is encouraged to visit [www.bucksmknep.co.uk/bucks-buzzing](http://www.bucksmknep.co.uk/bucks-buzzing) for further information and to register to take part in the Bucks Buzzing Campaign and to visit [www.buglife.org.uk/b-lines-map](http://www.buglife.org.uk/b-lines-map) to find out more about the B-Lines Campaign. The parish council was praised for their work on the preservation of wild orchids along Westfield Road this year and urged to consider taking part in both campaigns. ES agreed to assist the parish council with some publicity material to help the council disseminate information. ES agreed to liaise with Cllr Annie Stack in her role as Chair of the Allotment Association with regard to opportunities for the campaign at the allotment site & to discuss the traditional art of hedge laying. ES will contact Brookmead School to discuss possible involvement. ES to also liaise with District Councillor Derek Town regarding biodiversity and planning.

Emily was thanked for her fascinating and informative presentation, and then departed the meeting.

124/16 **CORRESPONDENCE**

###  The following correspondence received this month was discussed and noted.

Aylesbury Vale District Council

* Planning notifications and correspondence – circulated electronically
* Christmas roadshow possibility – circulated electronically
* District Councillors monthly report – circulated and posted electronically
* Email from Neil Blake re modernising local government – circulated electronically
* Copy of press release re attendance at Bucks County Show – circulated electronically
* Update on VALP and interim statement on 5 year housing supply – circulated electronically

Bucks County Council and Transport for Bucks

* Road work / road closure alerts – circulated and posted electronically where appropriate
* Correspondence with AVDC re historical planning application off Vicarage Road – info passed to
Cllr Weber re investigation into open space
* Response from Simon Garwood re LAF grant to AVYFC for youth forums – AVYFC presenting at next LAF
* Voluntary Sector Infrastructure Consultation – circulated electronically
* Details of new Simply Walk scheme starting in Ivinghoe on 22/8/16 – circulated and posted electronically
* Reminder re Transport Scheme applications (already submitted, so no action required) – circulated electronically
* Responses from BCC and County Councillor A Davies re weight restrictions in Beds – circulated electronically
* Correspondence with Brian Dean re BCC owned land by The Crescent – circulated electronically and added to the agenda
* Correspondence with Andrew MacDougall re BCC Infrastructure – circulated electronically and added to the agenda
* Prevention Matters e:newsletter – circulated electronically
* My Bucks e:newsletter: circulated electronically
* Copy of email from County Councillor A Davies to BCC querying non-response from BCC to West Midlands Rail consultation

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 and newsletters – circulated electronically
* Chiltern Conservation Board e:updates and newsletters – circulated electronically
* Buckinghamshire Business First e:newsletters – circulated electronically
* Chiltern Society e:newsletter – 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
* Green Grants funding e:newsletters – circulated electronically
* Central Government e:updates – circulated electronically
* Open Spaces Society e:updates – circulated electronically
* Wicksteed e:newsletter – circulated electronically
* AVALC e:update – circulated electronically
* Ivinghoe Old School Hub e:newsletters – circulated electronically
* Local Councils Update Issue 198 – for circulation
* Correspondence with Aylesbury Town Council regarding weed spraying in roadsides – circulated electronically
* Correspondence with Cheddington parish council re the funding & procurement of the path between the two parishes – circulated electronically to Cllrs Weber and Saintey
* Various correspondence with Marsworth parish council re NHB grant application and footpath issues – circulated to highways working party
* BALC re updated edition of Good Employers Guide – circulated electronically
* BALC re “your army” presentation – circulated electronically
* BALC Chairmanship & Councillor Induction training dates – circulated electronically for councillors to respond if they wished to attend
* Update on Crossrail (no longer coming to Tring) from Aldbury parish council – circulated electronically
* Invitation to next joint meeting re Tring station – circulated electronically
* Feedback from P&ICUFC re Charity Football Fun day on Recreation Ground, £3k raised for Niemann Pick – circulated electronically
* Tree survey results from Tim Wilson – circulated electronically
* Thank you note from a youth café volunteer – circulated electronically
* Copy correspondence with a resident re grass care by Durham Road – circulated electronically
* Correspondence with a resident re litter by Hever Close – circulated electronically
* Copy of Aldbury Parish Council response to VALP – circulated electronically
* Locality convention information – circulated electronically
* NHS Aylesbury Vale AGM information – circulated electronically
* HMRC Employer Bulletin – circulated electronically
* Hearing Dogs for Deaf posters – passed to notice-board manager
* Thank you letter from Party in the Park – circulated electronically
* Anglian Water revised tariffs & charges – for circulation
* Request from Pitstone & Ivinghoe Entertainments for Firework Festival to be held at Pavilion Sat 5 Nov – circulated electronically and added to agenda
* Email from Marcus Rogers re planning consultancy services – circulated electronically
* Introductory letter from a potential developer for Vicarage Road site requesting a meeting – circulated electronically. See Planning Committee minutes.
* Invitation to the Royal British Legion buffet lunch on 18/9/16 – circulated electronically and included in correspondence pack
* Invitation to Canal and River Trust Annual Partnership Meeting – circulated electronically
* Chiltern, Chiltern Society Magazine, Issue 221 – for circulation
* West Midlands Rail Franchise Stakeholder Briefing Document – circulated electronically
* Aylesbury Town Council event posters – passed to notice-board manager
* Youth Forum update – circulated electronically
* Icknield Way Association e:newsletter – circulated electronically

Committee Reports

125/16 **SPORTS AND LEISURE COMMITTEE – CLLR GROOM, CHAIR OF COMMITTEE**

* 1. The draft minutes of Sports and Leisure Committee meeting held on 8/8/16 had been circulated and were noted.
	2. Consideration was given to the application from Pitstone & Ivinghoe Entertainments to hold the Fireworks Festival at Pitstone Pavilion on Sat 5/11/16. The parish council is supportive of community events within the parish. It was noted that neither the senior nor junior football clubs had raised objections. It was therefore **RESOLVED** to grant permission for the event on proviso that they undertake the necessary pre-event requirements such as insurance and liaison with neighbours.
	3. The following remedial works were noted and it was **RESOLVED** to accept the associated costs: greasing of the bearings on the turnstile roundabout. It was noted that anticipated costs associated with the container lock had been avoided.

126/16 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

1. Cllr Crutchfield provided feedback from the Planning Committee meeting that had taken place earlier in the evening.
2. Council considered the proposed response to the AVDC Vale of Aylesbury Plan consultation. It was **RESOLVED** that the draft would be submitted prior to the deadline on Monday, with a few minor amendments which would be agreed by councillors electronically over the weekend.
3. It was noted that investigations were ongoing into ownership of open space near The Pightle. No actions required at present.
4. The Planning Committee had considered the proposals presented by Croudace for the adoption of street lighting within the proposed development off Rushendon Furlong and recommended to full council, that the parish council enter into such an agreement. The parish council therefore **RESOLVED** to advise Croudace that the parish council would be willing to adopt the proposed columns and illuminated bollards on condition that the stipulated terms were met by Croudace.

127/16 **RECREATION GROUND CHARITY COMMITTEE – CLLR MATTEY, CHAIR OF COMMITTEE**

1. It was noted that no meeting had taken place this month.
2. The Charity Committee members had discussed a proposal from the Ivinghoe & Pitstone United Cricket Club and **RESOLVED** to grant permission for the club to renovate one cricket pitch over this summer period, at their cost.
3. The revised occupational licence to the cricket club was discussed. It was noted that the club had requested further amendments which were being considered.
4. It was noted that the bank account is operational but electronic access is still being finalised.

128/16 **PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE**

 No committee meeting had been held this month.

129/16 **STAFFING COMMITTEE – CLLR BLUNT**No staffing matters had arisen this month.

Matters Raised by the Working Groups

130/16 **PITSTONE DEVELOPMENT AREA**

* 1. Joint Landowners Agreement – a revised version is yet to be provided by SA Law. The Parish Council **RESOLVED** that it would be willing for the draft version to be provided to Nicholas King as requested on the strict understanding that it was for information only, and only once the council had received the amended draft to satisfy itself of the content.
	2. Replacement Parking Land Transfer – it was noted that this could only be purely hypothetical as Nicholas King has yet to furnish the parish council with any proposals and no planning application has yet been submitted by Nicholas King. Initial comments to be supplied to the clerk for onward transmission to SA Law.
	3. Pre-application Planning Meeting with AVDC – Nicholas King and Bidwells confirmed that the meeting had now taken place. The tone had been positive and AVDC were now in regular communication with the developer. Nicholas King are working on amended proposals and will revert to the parish council in due course. District Councillor Derek Town was thanked for his assistance with enabling the meeting.

131/16 **LOCAL AFFORDABLE HOUSING**

1. The response to the NALC Community Led Housing Consultation was discussed and noted.
2. The amended proposals for a Housing Needs Survey were discussed. Concerns were raised about the increased cost and the effectiveness of reaching the target audience. It was **RESOLVED** to postpone discussion until the 29/9/16 meeting.

132/16 **TRAFFIC/HIGHWAYS/PATHS**

1. Ben Hamilton-Baillie Project

	* 1. It was noted that the results of the Stage 1 Road Safety Audit were not yet available from BCC.
		2. It was noted that BCC/LAF had not confirmed the match funding required for the Stage 3 Feasibility Report grant application submitted to the LAF for 2017/18.
		3. It was noted that Andrew MacDougall had not provided a dedicated response to the parish council regarding implementation of the proposals.
2. Roadside weeds

	* 1. It was noted that TfB had not supplied the promised quotation for removal of roadside weeds.
		2. It was noted that Aylesbury Town Council had utilised their own staff to spray weeds in Aylesbury and did not have the capacity to undertake the work for other parishes.
		3. It was **RESOLVED** to accept the quotation from J Leonard of £300 to hand clear the weeds from around the roundabout and islands along Marsworth Road. It was further **RESOLVED** to provision for similar works to be undertaken in early spring next year before the weeds become established should BCC adopt the same policy again next financial year.
3. Pitstone-Marsworth Path
It was noted that the grant application had been submitted to the New Homes Bonus panel. District Councillor Derek Town advised that the meeting was taking place w/c 5/9/16 and he would advise the parish council of the outcome in due course.
4. Proposed Weight Restrictions in Beds / Impact on B488
Consideration was given to the additional information supplied by Joan Hancox, Head of Transport Strategy at BCC. It was **RESOLVED** that the council felt it unacceptable to simply ‘wait and see’ and therefore would respond to Mrs Hancox, copy to County Council Avril Davies and Ivinghoe Parish Council. It was noted that the matter would also be discussed at the LAF, to which a proposal was being submitted for outline funding towards weight restrictions.

133/16 **YOUTH CAFÉ**

1. It was noted that Dave Rollins had not confirmed the exact details of the Assistant Youth Worker role and therefore that the position had not been filled.
2. It was **RESOLVED** to support the Action4Youth Junior Youth Leader scheme by providing training and development to applicable young people assisting with the Pitstone Youth Café. The same criteria must be applied to all young people on the scheme and therefore it was not appropriate for some to be physically employed whilst others were volunteers.
3. It was noted that the floodlight information would be supplied by Dave Rollins for consideration at the 29/9/16 meeting.
4. It was noted that the skate ramps have now been repaired by Dave Rollins.
5. The feedback from the LAF re proposals for the Youth Forum / expenditure of the LAF grant was noted. This will be discussed further by the parish council representatives at the next LAF meeting where AVYFC are due to present.
6. It was noted that Brookmead had advised that the youth café could no longer access the hall prior to 6pm to set up, due to extended hours of operation by the After School Club. This may cause difficulties. Dave Rollins will set up the outside area first and then move into the hall as soon as it has been vacated.
7. Signed Contract – the parish council is waiting for receipt of the signed contract.
8. DBS – Dave Rollins arranging DBS checks for 12 volunteers via Action4Youth now the membership is active.
9. Volunteers Manual – the parish council is waiting for the draft from Dave Rollins.

Other Issues:

134/16 **BUCKS COUNTY COUNCIL (BCC) INFRASTRUCTURE**

* 1. It was noted that Andrew MacDougall, Senior Infrastructure Co-ordinator at BCC, had not responded to the parish council’s letter regarding primary school capacity planning.
	2. The general correspondence from Andrew MacDougall and the Local Priority Datasheets were discussed. It was **RESOLVED** to prioritise primary education, BHB, B488 width restrictions and foot/cycle connections to Tring station & Marsworth.

135/16 **CODE OF PRACTICE FOR HANDLING COMPLAINTS**
It was **RESOLVED** to adopt the previously circulated draft policy and the Chairman was duly authorised to sign on behalf of the council.

136/16 **BEST KEPT VILLAGE COMPETITION**
It was noted that the council had been awarded a Certificate of Merit and it was **RESOLVED** to update the display in the Memorial Hall entrance lobby.

137/16 **STREET LIGHT MATTERS**

1. It was **RESOLVED** to accept the costs associated with repair of the 3 previously reported faulty street lights. Two more faulty lights had been reported to the parish council this week, a third was reported at the meeting. It was **RESOLVED** to undertake another village survey and accept the costs associated with repair of any faulty columns.
2. Draft proposals for consideration for replacement lanterns during this financial year will be considered at the 29/9/16 meeting.

138/16 **BCC LAND AT THE CRESCENT**

The communication from BCC advising that they had approved for Carter Jonas to negotiate a disposal of the land to the parish council was welcomed. No contact has yet been received from Carter Jonas, so the terms of any such disposal are as yet unknown.

139/16 **LITTER BIN FOR YARDLEY AVENUE**
The request from a resident for a litter bin on the grass between Yardley Avenue and Queen Street was discussed. It was **RESOLVED** that the parish council would be willing to meet the cost of a bin (approximately £300-400) & emptying, if Vale of Aylesbury Housing Trust grant permission for the council to undertake the works.

Financial Issues:

140/16 **CREDIT CARD**

1. It was **RESOLVED** that the Parish Council wished to take out a Corporate Multipay Card via Unity Trust Bank, and further RESOLVED to accept the associated Terms & Conditions and Costs. Two councillors were duly authorised to sign the application on behalf of the council in line with the account requirements.
2. It was **RESOLVED** to approve the necessary associated Direct Debit to clear any outstanding balance, and two councillors were duly authorised to sign on behalf of the council.
3. It was **RESOLVED** that the parish clerk should be the only registered card holder with a maximum spending limit of £2,000, and council was duly authorised to sign the necessary document.
4. It was **RESOLVED** to adopt the associated Indemnity Agreement, and the Terms & Conditions within, and two councillors were duly authorised to sign on behalf of the council.

141/16 **ANNUAL INSURANCE REVIEW**
Consider was given to the three quotations supplied by Came & Co brokers. It was **RESOLVED** to award the insurance to Hiscox, and further **RESOLVED** to enter into a new three year agreement to benefit from the reduction in premiums.

The necessary adjustments to the insurance cover had been made prior to the quotation being issued.

142/16 **EXTERNAL AUDIT**

1. It was noted that the external auditor had signed and returned the audit form and identified no issues of note with the submission. The council has a duty to publicise the close of audit, and this has been done electronically and posters provided to the notice-board manager.
2. It was **RESOLVED** to write-off the previously donated printer, which has since developed a terminal fault. It was **RESOLVED** to try and sell any unopened toner cartridges.

143/16 **FINANCIAL POSITION AND PAYMENTS**

1. The monthly budget summary was noted and duly signed by a member of the council.
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.

144/16 **Internal Controls**

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

Other Reports:

145/16 **OTHER REPORTS**

* 1. The Pitstone Memorial Hall Charity representatives advised that no meeting had taken place during the month and there were no issues to report.
	2. It was noted that the first Play around the Parishes session had been a sunny day and well attended but that the second session had been a wet day and poorly attended.
	3. Positive feedback was provided regarding the I&PUCC 175th Anniversary Celebration which took place on 21/8/16. It was also noted that the council had been thanked for their support and financial contribution at this event.
	4. The mVAS data for Cheddington Road was noted.
	5. The other ad-hoc reports were noted.
	6. The clerk had reported the fly-tipping in the verge outside the quarry off Upper Icknield Way.
	7. Cllr Starling updated the council on the Theatre in the Villages events, tickets and publicity available this week.

146/16 **THE FOLLOWING** **REMINDERS WERE NOTED**

* Parish Council meetings: 29/9/16, 20/10/16, 24/11/16, 5/1/17
* Sports and Leisure Committee meetings: 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
* Pitstone Memorial Hall Committee Meeting 26/9/16 – PMH requested PPC attendance to update on pavilion and PDA.
* 15/9/16 (8pm Pitstone Memorial Hall) Aldbury PC joint meeting re Tring station – attendee tbc
* LAF 28/9/16
* Meeting with Neil Gibson, Interim Chief Exec of BCC, 7pm 4/10/16, meeting room at Pitstone Memorial Hall – numerous councillors attending

147/16 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 29 September 2016. It was noted that the following would appear on the agenda:

* Feedback from the Memorial Hall Charity meeting on 26/9/16 – Cllr Mattey
* Feedback on the AVALC meeting on 6/9/16 – Cllr Saintey
* Feedback on the Sports and Leisure Committee Meeting on 12/9/16 – Cllr Mrs Groom

148/16 **CLOSURE OF MEETING**

 There being no further business to be transacted, the Chairman closed the meeting at 9.25pm.

Signed: Date: 29 September 2016

 Chairman