

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 5 January 2017
in the Millennium Room at the Memorial Hall, starting at 7.45pm and
concluding at 9.05pm

251/16 ATTENDANCE AND APOLOGIES

The Chairman wished those assembled a Happy New Year and took note of the attendance and apologies detailed below.

Council present: Cllr Saintey (Chairman), Cllr Nicholls (Vice Chairman), Cllr Mrs Arney, Cllr Mrs Crutchfield, Cllr Starling, Cllr Blunt, Cllr Weber, Cllr Mrs Stack, Cllr Dr Frearson and Clerk: Laurie Eagling.

Others present: Present throughout: District Councillor Derek Town, Aldbury parish councillor Robin McCarthy and residents Mr M London and Mr W Hawkins. Mr T Clare present until 261/16.

Apologies: It was **RESOLVED** to accept apologies from Cllr Matthey (work commitment) plus District Councillor Sandra Jenkins.

252/16 WELCOME TO NEW PARISH COUNCILLOR

A warm welcome was extended to newly appointed, Councillor Dr David Frearson. Dr Frearson has completed the necessary Declaration of Acceptance of Office and Declaration of Pecuniary Interests, details of which have been supplied to the Monitoring Officer at AVDC and are available on the web site. The Chairman introduced the other members of council to Dr Frearson.

253/16 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.
- 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
- 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.

254/16 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled by the assembled members of the public.

255/16 MINUTES OF THE MEETINGS held on 24/11/16

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

256/16 CLERK'S REPORT

The following updates to matters arising were noted but not discussed in detail:

- 1) 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' issues. TW have promised to undertake a number of long outstanding issues. Keith Millard (TW) and Steve Essam (BCC) are liaising. Quotes were understood to have been obtained but no evidence of work has been seen.
- 2) 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.
- 3) 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. Another full tree survey is now due, as over 3 years has lapsed since the last one. Overgrown shrubbery cut back by TW from paths around Hever Close playground at end October.
 - 4) 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.
 - 5) Tennis/Netball/5-aside floodlit court: the landowner advised that they are still 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.
 - 6) First Time Sewerage for end of Cheddington Road – Anglian Water ETA 2019/2020
 - 7) Rushendon Furlong S106: AVDC previously published details of the legal agreement including 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 confirmed as £137,217.
 - 8) Rushendon Furlong Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards within the proposed new development on provision that the stipulated conditions and contributions are met.
 - 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, Yardley Avenue & Church Road all treated by TfB 1-5/12/16; Marsworth Rd up to Ivinghoe hope to go on resurfacing list for 2016/17. Bus box at Rushendon Furlong junction to be considered as part of resurfacing.
 - 11) Roundabout lighting knockdown: TfB passed to BCC lighting department (40014955) 24/3/16 who advise that it will be at least the end of January before repair carried out.
 - 12) Hedge Extension: on the recreation ground to be carried out by the Cricket Club. John Lowe confirms that the plants are scheduled to be delivered in mid-December.
 - 13) Queen's 90th birthday commemorative tree: Tree and plaque ordered. Delivery anticipated in January.
 - 14) Bucks Buzzing Campaign All details and photographs submitted. They hope to re-launch the project in the spring.
 - 15) Open space by The Pightle: investigations continue. AVDC hearing 2/2/17 tbc.
 - 16) Litter bins for Yardley Avenue, the Recreation Ground and Hever Close: Received and awaiting installation by the contractor.
 - 17) Replacement daffodils: Cllr Saintey and the resident have now planted the bulbs
 - 18) Stiles: BCC Rights of Way removing the broken stile at foot of Stocks Road
 - 19) Planning Section of village web site: Cllr Nicholls creating
 - 20) Commemorative tree for HM Queen Elizabeth 90th birthday: on order. Due for despatch January. Plaque on order. J Lowe & Son confirmed can plant.
 - 21) Primary education provision: no further updates available from BCC
 - 22) Secondary education bus costs: no further updates available from County Councillor A Davies

CORRESPONDENCE

The following correspondence received this month was discussed and noted.

Aylesbury Vale District Council

- Planning notifications and correspondence – circulated electronically
- Christmas Craft Fair information – circulated and posted electronically
- Copy press releases – circulated and posted electronically
- Modernising local government briefing extra dates & change of venue – circulated electronically
- Survey of Democratic Services & Electoral Services – responded & circulated electronically
- Community Safety Partnership consultation – Circulated and posted electronically
- Christmas wishes from AVDC – circulated electronically
- Press release re BCC challenge to housing – Circulated electronically
- Update on unitary position – Circulated electronically
- Latest copy of the register of electors – retained for reference by council, poster passed to notice-board manager
- Correspondence re The Pightle planning application – Circulated electronically and added to Planning Committee agenda

Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate
- My Bucks e:newsletters – circulated electronically
- Extension to highway maintenance consultation deadline – circulated electronically
- Info on Collective Switching Scheme – circulated and published electronically
- BCC and HCC joint statement on Tring station – circulated electronically
- Traffic Counts from May 2016 roundabout count – circulated electronically
- Email re emergency planning (Pitstone already has an emergency plan in place) & subsequent correspondence from other parishes – circulated electronically
- Devolved services health and safety questionnaire – completed & circulated electronically
- Copy correspondence between BCC and Taylor Wimpey re POS – circulated electronically
- Information re winter gritting – circulated and posted electronically
- Andrew MacDougall chasing infrastructure requirements, no action for Pitstone as already responded – Circulated electronically
- Prevention Matters e:newsletter – Circulated electronically
- Info re Freight Strategy workshop on 13/2/16 – Circulated electronically, Cllrs Saintey and Frearson hope to attend.
- Details of new Simply Walk around College Lake commencing 11/1/17 – Circulated and posted electronically
- Season's Greetings from County Councillor A Davies – Circulated electronically
- Press release re budget plans to be put under microscope by committee – Circulated and posted electronically
- TFB winter weather driving advice – Circulated and posted electronically
- Tackling Crime: Protecting People 2017-20 survey – Circulated and posted 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 and newsletters – circulated electronically
- Buckinghamshire Business First e:newsletters – circulated electronically where appropriate
- Chiltern, the Chiltern Society magazine – for circulation (details of hedge laying course on 10/12/16 passed to PAA)
- Chiltern Conservation Board e:newsletter – Circulated electronically
- Fields in Trust e:newsletters – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Sage e:newsletters – circulated electronically
- SLCC e:newsletters – circulated electronically
- Green Grants e:newsletter – circulated electronically
- Community Impact Bucks e:newsletters – circulated electronically
- Public Sector Today e:newsletters – circulated electronically

- Pensions Regulator letters – circulated electronically & held for action on 1/2/17
- Ivinghoe Old School Hub e:newsletters – circulated and posted electronically
- PMSA e:newsletter – circulated electronically
- Parish Online e:newsletter – Circulated electronically
- Government updates – circulated electronically
- HMRC e:updates and employer bulletin – Circulated electronically
- Action4Youth e:newsletters and training info – circulated electronically
- Aylesbury Town Centre events posters – passed to noticeboard manager
- Information about Church Road Christmas lights fundraising – circulated and posted electronically
- Info from Thames Water about what to & what not to put down drains/toilets – circulated and posted electronically
- Enquiry re existing Rushendon Furlong highway from resident – responded and provided link to BCC/TfB website
- Information from Great Horwood parish council re NDP/planning – circulated electronically
- BALC training dates for councillors to advise if they wished to attend – circulated electronically
- Correspondence from residents of Rushendon Furlong – circulated to planning committee & responded
- Vacancy for Local Press Correspondent – circulated and posted electronically
- Copy correspondence between Aldbury parish council and AVDC re Barley End planning – circulated to planning committee
- BVCL 100 Club information – circulated and posted electronically
- Update from Central Beds council re weight limit consultation – circulated electronically
- NHS/Let's Talk Bucks survey – circulated electronically
- BALC notice of audit contracts appointed by SAAA – circulated electronically
- Copy correspondence between Marsworth Parish Council and BCC re replacing the hedge with fence to enable the footpath – circulated electronically
- RoSPA playground training courses – circulated electronically
- Thank you from Aldbury parish council – circulated electronically
- LCR Winter 2016 – for circulation
- CPRE Buckinghamshire Voice – for circulation
- Local Councils Update Issue 202 – for circulation
- Hertfordshire Year of Volunteering e:newsletter – circulated electronically
- The Ridgeway Winter 2016 e:newsletter – Circulated and posted electronically
- Info re new Leader grant program for rural business – Circulated and posted electronically
- Christmas card from Action 4 Youth – for circulation
- Details of NDPs vs 5/3 year housing supply from Roy van de Poll – circulated electronically
- BALC confirmation that no cap being imposed on parish council precepts this year – circulated electronically
- Christmas opening times and season's greetings from Came & Co – Circulated electronically
- Queries re fencing requirements – responded to
- Christmas opening times from Aaron fencing – Circulated electronically
- Hertfordshire consultation on health – Circulated electronically for councillors to advise if they wished council to consider responding
- Supply of bicycle security marking labels – Circulated and posted electronically
- Dacorum Borough Council modified site allocations document (removing gypsy pitches from Tring development) – circulated electronically for councillors to advise if wished included as an agenda item
- Article about Ivinghoe playgrounds – Circulated electronically
- Complaints re replacement street light – Circulated electronically and added to agenda
- Thank you from member of staff – Circulated electronically
- BALC Christmas Closure info – Circulated electronically
- Thank you from Ronnie Grove for support of Santa's sleigh, nearly £5k raised – Circulated and posted electronically
- Christmas Greetings from residents – Circulated electronically
- Beacon Villages Community Library Christmas opening times – Circulated and posted electronically
- KLS Christmas closure information – Circulated electronically
- Quotations for fencing at pavilion – Circulated electronically to Sports & Leisure committee
- SLCC Christmas opening times – Circulated electronically

- BALC reminder of training opportunities – Circulated electronically
- SLCC branch minutes & prevention matters info – Circulated and posted electronically
- Info from Buckinghamshire, Oxfordshire and Berkshire Clinical Commissioning Group on West Sustainability and Transformation Plan – Circulated electronically
- BALC Royal Garden Party info – Circulated electronically, completed & returned
- Various quotations for replacement fencing at pavilion – circulated to council members of committee
- Copy correspondence between a resident and Taylor Wimpey re motor cross bikes using TW land – retained for reference
- Correspondence with a resident re faulty BT manhole cover in Cheddington Road – reported fault to Transport for Bucks as BT wouldn't provide an email address to submit photographs to
- Details of Rothschild House Surgery patient participation group open evening – Circulated and posted electronically
- Copy correspondence between TW and AVDC re Castlemead open space – circulate electronically
- Wicksteed e:newsletter – Circulated electronically
- Complaint from a resident re surface of a Castlemead road and neighbours wheelie bins – passed to TDS/TW and replied to resident
- Various copy correspondence re planning – Circulated electronically

Committee Reports

- 258/16 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**
- 1) The draft minutes of the Sports & Leisure Committee meeting held on 12 December 2016 were noted.
 - 2) The change of ownership at South Beds Driving was noted. All other terms and conditions with this customer remain unchanged.
 - 3) It was noted that during the month it had been necessary to repair a lock broken off the gents toilet door (undertaken by Cllr Saintey and J Leonard Ltd), and **RESOLVED** to meet the necessary cost.
- 259/16 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
- 1) The draft minutes of the Planning Committee meeting held on 12 December 2016 were noted.
 - 2) Feedback was received from the Planning Committee meeting held earlier on 5/1/17. Draft minutes will be circulated in due course.
- 260/16 **RECREATION GROUND CHARITY COMMITTEE**
- 1) The next committee meeting is not scheduled until 7/2/17, so no report due.
 - 2) It was noted that the tree works around the recreation ground (Recreation Ground Charity land and Parish Charity Land) were scheduled for January 2017. Exact date still to be confirmed by the contractor. These works are being undertaken by the Parish Council as part of its Open Space Management.
 - 3) It was **RESOLVED** to bring forward the agenda item on the Events & Open Spaces Policy to this point in the agenda. It was **RESOLVED** to adopt the Policy, with two minor changes agreed at the meeting, and the Chairman was duly authorised to sign on behalf of the council.
 - 4) The first event for consideration under the above policy would be the proposed Village Festival. It was noted that a number of issues still needed clarifying relating to specifics of the events and Village Green legislation. It was **RESOLVED** that a working party of councillors would meet with Mr T Clare of Pitstone & Ivinghoe Entertainments, and circulate the recommendation electronically for approval by council, so that the 15/1/17 deadline for permission could be achieved.
 - 5) Following this agenda item, Mr T Clare departed the meeting.
- 261/16 **PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE**
- 1) The update from the developer was noted.
 - 2) No meeting held during the month, so no further report due.
- 262/16 **STAFFING COMMITTEE – CLLR BLUNT**
- 1) Cllr Blunt provided feedback from the volunteers/staff thank you event held in December.
 - 2) It was noted that the Parish Council auto enrolment staging date of 1/2/17 falls within the next pay period (HMRC period to 5/2/17). NEST scheme and Sage Payroll software already set up in preparation.
 - 3) No meeting held during the month, so no further report due.

Matters Raised by the Working Groups

- 263/16 **PITSTONE DEVELOPMENT AREA**
The update from the developer was noted. It was **RESOLVED** to write to Bidwells and the developer and remind them of their agreement relating to community/commercial facilities.
- 264/16 **HOUSING NEEDS**
It was **RESOLVED** to launch the initial survey with the January edition of PPP. The content was approved. Cllr Nicholls to create the online survey and supply the necessary address. Closing date 5/3/17.
- 265/16 **TRAFFIC/HIGHWAYS/PATHS**
- 1) Ben Hamilton Baillie project: Phase I Road Safety audit report overdue from TfB and still outstanding. Costing's for Phase II Feasibility Study overdue from TfB and still outstanding. LAF determination of potential grant towards Phase II not due until January.
 - 2) Path between Pitstone & Marsworth: Design/engineering works study commissioned from BCC/TfB via the LAF. NHB agreed to release the funds to cover the expense to PPC. PPC raised the BCC invoice for payment. Results due March 2017.
 - 3) Cycle path along Northfield Road: Herts County Council advised that the draft engineering report had been received. Would be actively speaking to Bucks County Council and other departments within HCC, before reverting to the parish council.
 - 4) BCC Freight Strategy: It was **RESOLVED** that Cllr Saintey and Cllr Dr Frearson would try to attend the initial BCC meeting (no timings yet provided by BCC).
 - 5) mVAS:
The latest data from Cheddington Road was noted.
- 266/16 **YOUTH CAFÉ**
- 1) Feedback was provided from the volunteer meeting on 7/12/16. It was **RESOLVED** to approve a monthly expenditure on a craft workshop.
 - 2) The volunteer position was noted and welcomed.
 - 3) Action4Youth arranging a health check/MOT of the youth café in January.
- 267/16 **ALLOTMENTS**
- 1) It was **RESOLVED** to approve the Pitstone Allotment Association recommendation not to increase their subscription fees for 2017/18.
 - 2) It was **RESOLVED** not to increase the parish council tenancy fees for 2017/18.
 - 3) In line with legislation, the price freeze will be publicised and tenancy renewals sent out at the end of February for March renewal.
 - 4) Initial discussions took place relating to maintenance of the allotment track.

Other Issues:

- 268/16 **PPP**
The submissions for the next edition were considered and approved with minor amendments.
- 269/16 **BCC LAND BY THE CRESCENT**
The parish council had written to Carter Jonas. A response had not yet been received.
- 270/16 **DEVOLVED SERVICES**
It was noted that it had been necessary to side out the path adjacent to the layby opposite Masons during the month, council had approved electronically prior to the commencement of works. It was **RESOLVED** to meet the associated cost. No new items were identified as requiring attention.
- 271/16 **STREET LIGHTING**
The parish council was waiting for suggestions/information from the contractor re potential alternatives.

Financial Issues:

- 272/16 **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, both from December and the start of January, and it was **RESOLVED** to make the payments outlined in the monthly financial summary. Two councillors undertook to authorise the new transactions for BACS transfer and initialled the corresponding paperwork. Two councillors had approved the December payments electronically

following circulation of all the details to full council. The chairman was duly authorised to sign the monthly summary.

273/16 **INTERNAL CONTROLS**

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

274/16 **BUDGET AND PRECEPT FOR 2017/18**

- 1) The third draft of the budget for the next three years was provided including allocations for proposed projects. It was **RESOLVED** that the parish council did not wish to wait for the 26/1/17 meeting and was happy to approve the budget and precept request.
- 2) It was **RESOLVED** that :
 - a. the parish council would reduce the working balance to a 3m holding
 - b. budgeted standard expenditure for 2017/18 of £114,013, £53,863 of funds held for specific projects and £21,000 allocated to 2017/18 projects
 - c. budgeted income for 2017/18 excluding precept of £13,766 excluding any successful grant applications.
- 3) It was **RESOLVED** that the parish council would submit a precept request of £90,600.00 (rounded) which equates to a 4.4% increase in precept for a band D home (£69.83pa up to £72.89pa).
- 4) See attached paperwork for full details.

Other Reports:

275/16 **OTHER REPORTS**

- 1) Feedback was provided from the LAF priorities and budget setting workshop held on 30/11/16.
- 2) Cllr Saintey provided feedback from the AVALC meetings held on 8/12/16 and 3/1/17, including an update on the unitary proposals, New Homes Bonus and the County Councillor elections in June.
- 3) District Councillor Derek Town provided an update on (1) the VALP including the removal of a need for a new settlement and (2) the proposed garden town redevelopment for Aylesbury town.
- 4) The other reports were noted.

276/16 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 26/1/17, 23/2/17, 30/3/17, 27/4/17, 25/5/17 Annual Meeting, 29/6/17, 27/7/16, 7/9/17, 28/9/17, 2/11/17, 30/11/17 and 4/1/18
- Sports and Leisure Committee meetings: 12/1/17, 9/2/17, 9/3/17, 13/4/17, 11/5/17, 8/6/17, 13/7/17, 10/8/17, 14/9/17, 12/10/17, 9/11/17 and 14/12/17
- PPP Publication dates: January (deadline 15/1/17), April, July, and October.
- AVALC 6/6/17, 5/9/17 – Cllr Saintey attending
- LAF meetings: 2/2/17, 1/6/17 and 5/10/17 – LAF representatives to attend
- Party in the Park 1/7/17
- Lantra Basic Tree Inspection training 27/6/16 – Clerk attending
- Village Festive 24 & 25 June 2017 tbc

277/16 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 26 January 2017. It was noted that the following would appear on the agenda and councillors requested no further agenda items:

- Review of unmetered inventory for Eon (delayed until know results of LED lantern amendments)
- Annual review of internal controls and annual internal audit, plus seek quotation from internal auditor
- Consider nominations received for Volunteer of the Year award (closed session)
- Consider preparations and agenda for Annual Assembly (must fall between 1/3 and 1/6/17)
- Annual review of charges and information within publication scheme
- Annual review of Licence to Pitstone Allotment Association
- Annual review of Grant Awarding Policy, Communications Policy and Community Engagement Strategy
- Annual review of Standing Orders and Financial Regulations
- Quarterly grant considerations (no applications received at present)
- Neighbourhood Action Group section hosted by Thames Valley Police

278/16 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 9.05pm and members of the public departed.

Signed: _____
Chairman

Date: 26 January 2017