

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 27 July 2017  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 9.15pm

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## 102/17 ATTENDANCE AND APOLOGIES

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

Others present: Present throughout: residents Mr W Hawkins and Mrs S Gregory plus Mr R McCarthy of Aldbury Parish Council. PCSO N Hall for Neighbourhood Action Group only.

Apologies: It was **RESOLVED** to accept apologies from Cllr Blunt (work commitment), Cllr Matthey (work commitment) and Cllr Stack (unwell) plus County Councillor Anne Wight (at the LAF meeting) and District Councillors Derek Town and Sandra Jenkins (annual leave).

## 103/17 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

- All councillors have standing declarations of interest, for which dispensations are in place, in the charity's actions as the council as a corporate body is trustee of the Recreation Ground Charity and Pitstone Parish Charity.
- Cllrs Nicholls and Weber declared pecuniary interests related to the proposed PPP volunteer event, as their wives volunteer as Editor and Distribution Manager respectively. Neither wished a dispensation to speak/vote.
- Cllr Saintey declared an interest as a member of the National Trust Estate Committee and as an allotment holder. No dispensation requested.
- Cllr Frearson declared an interest as his wife is an allotment holder. No dispensation requested.
- Cllr Crutchfield declared an interest as an allotment holder & member of the Pitstone Allotment Association committee. No dispensation requested.
- Cllr Starling declared an interest as a resident of Vicarage Road in Pitstone. No dispensation requested.
- Cllr Weber declared a pecuniary interest in the agenda item on legal fees and it was **RESOLVED** to approve, under Section 33 (2) (e) of the Localism Act 2011, a dispensation for Cllr Weber to speak (but not vote), if required to add clarity/answer questions, regarding the agenda item on legal fees.

## 104/17 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from members of the public.

## 105/17 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

A written report had been received from County Councillor Anne Wight and circulated electronically.

## 106/17 NEIGHBOURHOOD ACTION GROUP – PCSO N HALL

The agenda item was initially deferred until later in the agenda when PCSO N Hall arrived. PCSO Hall provided an update on crime in the parish since January 2017 and how this compared favourably with neighbouring counties. The restructuring of Thames Valley Police, resulting in only 5 members to cover our area, was explained. PCSO Hall was thanked for her time and departed the meeting. It was subsequently **RESOLVED** to write to the Chief Constable and copy Rt Hon J Bercow MP with the concerns of the parish council regarding lack of resources in our rural community near the borders of Herts & Beds.

## 107/17 MINUTES OF THE MEETINGS held on 29/6/17

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 29 June 2017 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

## 108/17 CLERK'S REPORT

The following updates to matters arising were noted but not discussed in detail, and are replicated below to aid members of the public:

- 1) Castlemead Issues: TDS advise that remedial works will concentrate on Westfield Road in the first instance. No date provided at the time of writing. BCC advised in May that hope all adopted within 18m ie November 2018.
- 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.
- 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: No action can be taken by the parish council at this point. Unable to progress until the landowner is in a position to negotiate.
- 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.  
Andrew Clarke at BCC advised 6/4/17 that they were pursuing the transport contribution and would back in touch in due course to work with the parish council on delivery.
- 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 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) Vicarage Road Street lighting impact: In April 2017 Bellway/UK Power Networks removed 4 poles outside 100-120 Vicarage Road and diverting power underground. Parish Council requested 4 replacement aluminium columns, 29W S1 LED, ahead of main development.
- 11) Pending path & highway remedial works – Paths: Vicarage Road path proposed to be widened and relayed by Vicarage Road development. Highways: Marsworth Rd up to Ivinghoe hope to go on resurfacing list for 2016/17. Glebe Close on future resurfacing list (not 2017). Bus box at Rushendon Furlong junction to be considered as part of resurfacing. Removal of sign post for Marsworth Road (eroded at base) pending.
- 12) Roundabout lighting knockdown: TfB passed to BCC lighting dept. (40014955) 24/3/16. Now re-issued under new code (46044853) 18/7/17 and BCC hope to repair within 28 days.
- 13) Hedge Extension: on the recreation ground to be carried out by the Cricket Club, delayed. It was **RESOLVED** to check with the cricket club if they still planned to carry out this work, or if they intended to leave the nets permanently positioned in front of the bus stop.
- 14) Planning Section of village web site: Cllr Nicholls creating
- 15) Primary education provision: no further updates available from BCC
- 16) Cycle Path along Northfield Road: HCC continue to investigate. BCC assisting.
- 17) Marsworth/Pitstone path: BCC progressing engineering report, next meeting eta July BCC waiting for info from BT – full update circulated electronically
- 18) Path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 19) Noticeboard: investigating potential relocation

- 20) BCC Land by The Crescent: awaiting final Heads of Terms from BCC. Carter Jonas provided a map of land BCC Highways wished to retain, following queries by PPC this has been revised but 1 query outstanding.
- 21) mVAS: options being investigated by Cllrs Frearson/Starling
- 22) Freight Strategy: BCC 6 week public consultation in the autumn on the full draft strategy, which will include a feedback opportunity for parish councils.
- 23) Council priorities: no nominations received by clerk from committees, members or working parties.
- 24) Memorial Hall Charity membership: Cllr Nicholls investigating with Memorial Hall Charity
- 25) The Pightle Open Space: Cllr Weber investigating land ownership
- 26) Street Lighting:
  - a. Policy being reviewed and updated by Cllr Frearson & Mr Ginda
  - b. Unmetered electricity supply certificate issues being investigated/resolved by Cllr Frearson/Mr Ginda
  - c. Handover meeting being arranged between Cllr Frearson & Mr Ginda
  - d. Following meeting, proposal to be submitted re remaining LED roll out budget for this financial year
- 27) Pitstone & Ivinghoe Safety Scheme: still waiting for credit note from BCC. Still waiting for workshop dates from BCC. (£500 per dwelling tbc from Pitstone Development Area S106)
- 28) Recreation Ground Charity: no meeting this month. Horwood & James actively investigating enquiry. Permission granted to cricket club to renovate one pitch over summer.
- 29) Pitstone Development Area S106: AVDC leisure advised that, should the current planning application for residential dwellings be approved, that it would generate a leisure/sport off site contribution of £258,640
- 30) Dial-a-ride/Community Transport Scheme – Cllr Frearson investigating re S106 monies that will become available from Rushendon Furlong (£10) and Pitstone Development Area (£80k re improving public bus services or community scheme tbc)

#### 109/17 **CORRESPONDENCE**

The following correspondence received this month was noted:

##### Aylesbury Vale District Council

- Planning notifications – circulated electronically to planning committee
- Amendments to the register of electors – Circulated electronically
- Press releases – Circulated and posted electronically
- News for the Parishes & additional update – Circulated and posted electronically where appropriate
- Extension of deadline from AVDC to developers of PDA – Circulated electronically
- Notice of Section 18 notice re proposed street name of 'Tun Furlong' for Vicarage Road development (residents have 21 days to register objections) – Circulated electronically
- Planning Liaison Group agenda – provided to Cllr Weber who attending
- Reminder VALP parish meeting cancelled – Circulated electronically
- Email from District Councillor Town requesting any updates on PDA – copies of the further two responses (re MUGA and parking) provided
- Change of contact details re precept setting – Circulated electronically
- Chairman's Charity Quiz Night info – Circulated electronically

##### Bucks County Council and Transport for Bucks

- Road work / road closure alerts / major works – circulated and posted electronically where appropriate
- My Bucks e:newsletter – Circulated electronically
- Active Bucks e:newsletters – Circulated electronically
- Weather warnings – Circulated electronically
- Active Bucks Box Fit posters – provided to notice-board manager
- Email explaining forthcoming emergency road closure notification system – Circulated electronically
- Details of East-West Rail Consortium Consultation Events – Circulated electronically in case councillors wish to attend
- Minerals and Waste Consultation 2/8-28/9 – Circulated electronically, Cllr Blunt as Waste representative to make a recommendation to 7/9/17 meeting
- LAF agenda – Circulated electronically
- Request for items for Parish Liaison meeting agenda – Circulated electronically
- Prevention Matters e:newsletter – Circulated electronically
- Highways response to PDA planning applications & S106 contributions – Circulated electronically

## Other

- Thames Valley Police neighbourhood alerts, updates, press releases & 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
- Public Sector Executive e:newsletters – circulated electronically
- Public Sector Today e:newsletters – Circulated electronically
- B&MKALC Weekly Updates – Circulated electronically
- SLCC e:newsletters – circulated electronically
- Action4Youth e:newsletters/event info – Circulated electronically
- Active Places e:newsletters – Circulated electronically
- Fields in Trust e:newsletters – Circulated electronically
- Chiltern Conservation Board e:newsletters – Circulated electronically
- Chiltern Society e:newsletters – Circulated electronically
- Community Impact Bucks e:newsletters – circulated electronically
- Pensions Regulator e:newsletters – Circulated electronically
- Aylesbury Town Centre event posters – passed to notice board manager
- LLA Transform e:newsletter – Circulated electronically
- Confirmation from AVDC/Bellway that Tun Furlong selected as road name for Vicarage Road – Circulated electronically
- Details of St Mary's Church Pitstone Summer Concert 15/7/17 – Circulated and posted electronically
- Clerks & Councils Direct email – Circulated electronically
- Draft Two Waters Masterplan from Dacorum – Circulated electronically
- Email from Mentmore re Waste King routing agreement (+ final copy) – Circulated electronically and councillors agreed that Pitstone Parish Council could be named
- Correspondence from Carter Jonas – Circulated electronically
- Email from Brookmead cancelling Youth Café use on 19/7/17 due to clash with an evening performance – Circulated electronically and actioned
- Copy of press article re neighbourhood plans from Wakelin – Circulated electronically
- Complaint from Chesham Natural History Society re removal of suspension of grass cutting at end of Warwick Road and subsequent apology following our response – both circulated electronically
- National Plant Monitoring Scheme update – Circulated electronically
- Clerks and Councils Direct Issue 112 – for circulation
- LCR magazine summer 2017 (with activity special section) – for circulation
- Local Councils Update Issue 208 – for circulation
- Copy of submission from Café Manager to Action 4 Youth for Youth Group of the Year competition – circulated electronically to youth café representatives
- Thank you communications from youth café volunteers for voucher – circulated electronically to youth café representatives
- Thanks from P&IUFC for words of congratulation – Circulated electronically to S&L committee members
- End of season orchid summary – Circulated electronically
- Updates from Mentmore PC re Waste King – Circulated electronically
- Revised transfer plans & land registry for BCC land by The Crescent – Circulated electronically
- Proposed flight path route changes, supplied by LLACC – Circulated electronically and added to agenda
- Copy of public liability insurance from P&IUFC – Circulated electronically to S&L committee
- Email re hedgehog deaths/warning signs for Westfield Road from resident – responded
- Copy email from Wakelin to AVDC re tree survey for PDA – Circulated electronically
- Facebook message from a resident reporting recent vehicle speeding issues opposite The Pightle – passed info to TVP and mVAS representatives
- HCC new corporate plan – Circulated electronically
- Chesham Town Council Environmental Policy – Circulated electronically for councillors to discuss at the meeting whether PPC should consider initiating their own policy/place on next agenda. It was **RESOLVED** to create a working party of Cllrs Dr Frearson, Crutchfield and Arney to produce a more succinct version for PPC (to be added to future agenda once prepared)
- CAA noise survey provided by Rachel Webb (open until January 2018) – circulated and posted electronically. It was **RESOLVED** that councillors would respond individually if they wished and that the parish council would seek guidance from R Webb before responding (to be added to future agenda).

- Enquiry from resident re sewers in Castlemead – responded
- Info on free guided canal walks in Marsworth – Circulated and posted electronically
- Legal update from Cllr Weber for emerging neighbourhood plans – passed info to BALC for circulation to parishes whose neighbourhood plans are yet to be completed
- Results of Best Kept Village Competition – Circulated electronically
- Thank you note from the WI – for circulation
- Mazars notice of conclusion of audit – necessary legal obligations fulfilled to publish electronically and via notice boards plus circulated electronically
- War memorial news – Circulated electronically
- HCC consultation on future of children’s centres – Circulated electronically for councillors to advise if wish to add to Sept agenda, otherwise just for info (our children’s centre run by Bucks not Herts)
- Orchid update from volunteer – Circulated electronically
- TVP invitation to meeting re Pitstone quarry 31/7/17. It was **RESOLVED** that Cllrs Arney and Nicholls would attend this meeting and provide feedback to council.
- Email from TW re meeting re land off Westfield Road – see agenda item

#### Committee Matters:

- 110/17 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
- 1) It was **RESOLVED** to note receipt of the draft minutes of the planning committee meeting held on 29/6/17.
  - 2) Latest updates were provided by Cllr Crutchfield.
- 111/17 **SPORTS AND LEISURE COMMITTEE**
- 1) It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 13/7/17.
  - 2) It was **RESOLVED** to renew the annual Careplan 2 service agreement for the pavilion water heater.
- 112/17 **STAFFING COMMITTEE**
- 1) It was **RESOLVED** that Cllr Saintey would step down from the staffing committee, and further **RESOLVED** that Cllr Nicholls would join this committee.
  - 2) It was **RESOLVED** to adopt the annual review of the Equal Opportunities Policy, previously circulated.
  - 3) It was **RESOLVED** to approve the expenditure of up to £100 to host a meeting for PPP volunteers to meet the editorial/distribution managers and discuss PPP going forward. Cllrs Nicholls and Weber did not participate in this debate nor voting, see declarations of interest above.
- 113/17 **PITSTONE PARISH CHARITY**
- 1) It was **RESOLVED** to note receipt of the draft minutes of the parish charity meeting held on 3/7/17.

#### Matters Raised by the Working Groups:

- 114/17 **PITSTONE DEVELOPMENT AREA**
- 1) The submissions to AVDC re the MUGA and the Memorial Hall car park were noted.
  - 2) The number of meetings held with Nicholas King had been provided electronically and was noted.
  - 3) Cllr Starling wished it recorded that he wished to be advised “when/if the issue of swapping the nursery and pub was discussed by the working group”. The Chairman wished it recorded that the council had resolved to support the planning applications as they were presented, which superseded any prior discussions that may, or may not, have taken place.
- 115/17 **YOUTH CAFÉ**
- 1) It was **RESOLVED** to renew the annual membership to Action4Youth (50% discount provided)
  - 2) It was **RESOLVED** to renew Café Management Services contract with D Rollins for August 2017 to July 2018.

#### Other Issues:

- 116/17 **PARTY IN THE PARK 2018**
- It was **RESOLVED** to re-visit at the end of September to see if there is any progress with the community groups.

- 117/17 **PITSTONE GUIDE**  
It was **RESOLVED** that the council did wish to renew and to print in hard copy format given the volume of new properties under construction. It was further **RESOLVED** to investigate workload and opportunities to out-source.
- 118/17 **MVAS**  
It was **RESOLVED** to adopt the previously circulated copies of the mVAS Procedure Manual and Risk Assessment following annual review, and the chair was duly authorised to sign on behalf of the council. Cllr Nicholls volunteered to investigate the possibility of retro-fitting a back-up battery for the clock.
- 119/17 **LAND OFF WESTFIELD ROAD**  
It was **RESOLVED** to enter into further discussions with Taylor Wimpey. It was **RESOLVED** to form a working party comprised of Cllrs Dr Frearson, Nicholls, Arney and Crutchfield.
- 120/17 **LLA PROPOSED NEW FLIGHT PATHS**  
The information re the above was noted. It was **RESOLVED** not to form a working party but to seek a councillor to attend any meeting that is held when the date/time is known.
- 121/17 **LEGAL ADVICE**  
It was **RESOLVED** to meet the additional cost of £500, over and above the previous estimate for legal counsel relating to the Pitstone Development Area due to the additional hours incurred to fulfil the brief.
- 122/17 **DEVOLVED SERVICES**  
It was **RESOLVED** to accept the quotation from J Leonard to side out the section of Old Farm footpath (£250).

#### Financial Issues:

- 123/17 **QUARTERLY REVIEW OF GRANT/DONATION APPLICATIONS**  
No applications received for consideration.
- 124/17 **FINANCIAL POSITION AND PAYMENTS**  
The council noted the bank reconciliation, income, expenditure, debtors and creditors' information plus the monthly budget summary 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 summaries.
- 125/17 **INTERNAL CONTROLS**  
The regular internal controls had been conducted with no amendments requested or issues arising.
- 126/17 **VAT RETURN**  
External advice being taken before the quarterly submission made. Update will be provided electronically.

#### Other Reports:

- 127/17 **OTHER REPORTS**
- 1) Cllr Weber provided feedback from the LCPLG meeting held on 12/7/17 attended by Cllrs Saintey/Weber including information on the restructuring of AVDC, likely timings for the VALP, the appointment of a new Neighbourhood Planning Officer, and planning and other issues discussed at that meeting.
  - 2) The mVAS report from Marsworth Road (June 2017) was noted.
  - 3) The other reports were noted with the following updates:
    - 1) Sadly a further tree on the recreation ground had been vandalised
    - 2) The playground gate for Windsor Road has now been received and is with the contractor for installation.
- 128/17 **THE FOLLOWING REMINDERS WERE NOTED**
- Parish Council meetings: 7/9/17, 28/9/17, 2/11/17, 30/11/17 and 4/1/18
  - Sports and Leisure Committee meetings: 10/8/17, 14/9/17, 19/10/17, 9/11/17 and 14/12/17
  - PPP Publication dates: January, April, July, and October.
  - AVALC 5/9/17 – Cllr Saintey attending
  - LAF meetings: 27/7/17 and 5/10/17 – LAF representatives to attend

- 2 x 2hr play around the parish sessions booked for August – 2-4pm on Mon 7 Aug (clerk attending to open/close) and 10-12 on Thurs 24 August (Cllr Saintey attending to open/close)
- Chairmanship Skills BALC training 12/10/17 6.30-9pm – Cllr Weber attending
- SLCC branch meeting & tour of the Houses of Commons hosted by Rt Hon John Bercow, 18/9/17 – Clerk attending (taken 1 days holiday). It was **RESOLVED** that the clerk did not need to take this as a day's holiday.
- Tour of Britain Cycle Race passes through Pitstone Sat 9/9/17
- Parish Liaison meeting 13/9/17

129/17 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 7 September 2017 (one week later than normal). It was noted that the following would appear on the agenda:

- Annual review of complaints procedure
- Consider if wish to plant daffodil bulbs along Vicarage Road this autumn
- Consider how wish to conduct annual review of community self-help plan – postponed from May
- Review growth & consider if need to clear alleyway from Cheddington Road to Crispin Field under devolved services

No further items were requested for the agenda.

130/17 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 9.15pm.

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

Date: 7 September 2017