

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF THE MEETING of the Parish Council
to be held in the Millennium Room of the Memorial Hall on Thursday 26 April 2018 at 7.30pm

Laurie Eagling, Clerk to the Council
9 Warwick Road, Pitstone, LU7 9FE
Tel: 01296 767261

Signed _____
Date: 20 April 2018

A G E N D A

1. **ATTENDANCE AND APOLOGIES**
2. **TO NOTE DECLARATIONS OF INTEREST AND CONSIDER DISPENSATION REQUESTS**
from councillors on matters to be considered at the meeting
3. **TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS** – residents monthly opportunity to raise their questions or concerns with the parish council
4. **TO RECEIVE ANY UPDATES FROM COUNTY AND DISTRICT COUNCILLORS AND THAMES VALLEY POLICE**
5. **MINUTES** - To resolve that the minutes of the parish council meeting held on 29/3/18 be signed as a correct record
6. **CLERK'S REPORT** – to note updates to the ongoing matters, for information only
7. **CORRESPONDENCE** - Consider correspondence received & receive notification of any additional items

Committee Reports:

8. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
 - 8.1 To note receipt of draft minutes from the Planning Committee meeting on 29/3/18
 - 8.2 To consider the following planning applications:
 - a) **Duncombe Farm Cottage, Stocks Road, 18/01285/ACL**, application for a lawful development certificate for existing use – Agricultural Occupancy Condition has been in breach for a continuous period of 10 years – current tenants of the property are not employed within agriculture.
 - b) **16 Williamson Way, 18/01283/APP**, erection of conservatory to rear
9. **SPORTS & LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**
 - 9.1 To note receipt of draft minutes of the sports & leisure committee meeting held on 12/4/18

Working Group Matters:

10. **YOUTH CAFÉ:** Note the updates on the youth café
11. **GDPR (25/5/18):**
 - 11.1 Receive feedback from the GDPR working party and approve any necessary costs and actions arising re DPO, policies, procedures etc
 - 11.2 Approve purchase of external hard drive for secure archiving
 - 11.3 Consider/approve secure disposal of printed materials

Other Matters:

12. **BCC LAND BY THE CRESCENT:** Approve entering contract with Bucks County Council
13. **PITSTONE-MARSWORTH PATH:** Confirm details for official walk
14. **DEVOLVED SERVICES:** note information re Yardley Avenue overgrown footpath
15. **ANNUAL ASSEMBLY 2018:** Confirm final arrangements
16. **COMMUNITY SELF HELP PLAN:** consider/approve updated plan following annual review
17. **ANNUAL MEMBERSHIP RENEWALS:** consider/approve renewal of annual membership to:
 - 17.1 BMKALC / NALC / LCR
 - 17.2 SLCC
 - 17.3 Community Impact Bucks Community Buildings

18. **STREET LIGHTING:**
 - 18.1 Consider update re additional light for Chequers Lane
 - 18.2 Consider/approve upgrade to LED for 3 x Chequers Lane and 2 x The Green
 - 18.3 Consider formally adopting the street lighting in Cheynes Close
19. **ROADSIDE GUTTER CLEARANCE:** consider/approve quotations
20. **PUBLIC TRANSPORT INFRASTRUCTURE IMPROVEMENTS:** approve BCC proposals re S106 contributions that arose from Rushendon Furlong and Vicarage Road developments
21. **COMMUNITY CAR SCHEME:** Note updates re co-ordinator, drivers and committee
22. **DAFFODILS ON MARSWORTH ROAD:** consider any proposals for additional planting
23. **CYCLE PATH TO TRING STATION:** note update from HCC and determine actions arising
24. **VACANCIES FOR THE OFFICE OF PARISH COUNCILLOR UNTIL MAY 2019:** note whether an election has been called or whether the council should fulfil via co-option

Financial Matters:

25. **QUARTERLY GRANT CONSIDERATION:** Approve endorsing the grant applications for a New Homes Bonus Micro Grant from both Ivinghoe & Pitstone United Cricket Club and 1st Ivinghoe and Pitstone Scout Group
26. **QUARTERLY VAT RETURN:** note VAT submission
27. **DRAFT YEAR END DOCUMENTS:** consider all draft documentation ahead of internal audit
28. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor information for the month.
29. **INTERNAL CONTROLS:** Conduct all necessary internal controls
30. **ANNUAL CHECK OF SUPPLIER BACS DETAILS:** note carried out monthly

Reports:

31. Note feedback from BCC unitary briefing meeting 16/4/18 circulated by Cllr Saintey
32. Note receipt of report on Castlemead orchids this season.
33. Note other reports, reminders, forthcoming events and agenda items for 24/5/2018