

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 28 June 2018 at 7.30pm

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

Signed _____
Date: 22 June 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 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**
 - 4.1 Receive general updates from County and District
 - 4.2 Consider supporting District Councillor request to lobby BCC, Police Commissioner & MP to invoke Part 6 of Traffic Management Act 2004 to prohibit pavement parking and obstruction
5. **MINUTES** - To resolve that the minutes of the parish council meetings held on 24 May 2018 be signed as a true and correct record of the meeting
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 Applications: 6 Campbell Lane, 18/01979/APP, Conversion of garage
 - 8.2 To note decision made by AVDC: 16 Williamson Way, 18/01283/APP, approved
 - 8.3 Ivinghoe NDP: to consider if any response required to submission consultation
 - 8.4 To note applications outstanding with AVDC
 - 8.5 Receive feedback from "The Future of Neighbourhood Planning in AVDC area", O Neil Homer on 18/6/18 - Cllrs Saintey and Crutchfield
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 14/6/18
 - 9.2 Allotments
 - a) Consider/approve tree risk assessment
 - b) Approve additional noticeboard
 - c) Approve change to annual tenancy renewal date
 - 9.3 Local Green Space between Marsworth Road and The Crescent
To officially delegate day-to-day responsibility for this open space to the sports & leisure committee in line with general council policy
 - 9.4 Pavilion Planning
Approve costs associated with pre-application advice from AVDC and submission of planning application
 - 9.5 Playground Gates
Consider/approve quotation to install an additional playground gate at Windsor Road playground and Hever Close playground
10. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
To note receipt of the draft minutes of the staffing committee held on 19/6/18
11. **PITSTONE PARISH CHARITY COMMITTEE**
To note receipt of draft minutes following meeting held on 25/6/18 and consider any matters referred to the parish council

12. **PITSTONE RECREATION GROUND CHARITY**
To note receipt of draft minutes following meeting held on 25/6/18 and consider any matters referred to the parish council

Working Group Matters:

13. **YOUTH CAFÉ:**
13.1 To receive feedback from Safeguarding Young People event on 21/6/18 – Cllr Mitra
13.2 Note contract review meeting arranged for 12/7/18
13.3 Approve attendance for Cllr Mitra on First Aid training arranged by Action4Youth
14. **GDPR:**
14.1 Consider/approve the suite of policies and associated documents
14.2 Note training for all councillors booked with BALC on 19/9/18
15. **HIGHWAYS/PATHS:**
15.1 Pitstone and Ivinghoe Safety Scheme – consider/approve Project Initiation Document prepared by BCC
15.2 Footpath to Marsworth – note receipt of Stage 3 Road Safety Audit & actions arising
15.3 Foot/Cycle Path to Tring – note meeting being arranged for July
15.4 Note receipt of mVAS report
16. **PDA:** no meeting held this month.
17. **COMMUNITY TRANSPORT:**
17.1 Note update on questionnaire/next meeting
17.2 Consider if wish to expand the remit of the working party to include all forms of community and public transport

Other Matters:

18. **DEVOLVED SERVICES:** no matters for consideration this month
19. **STREET LIGHTING:**
Consider report arising from street light electrical safety inspections and approve works arising
20. **PUBLIC TRANSPORT**
20.1 Infrastructure Improvements: site visit arranged for 4/7/18
20.2 Investigating bus to Tring station: note update from Marsworth PC and consider exploratory discussion with commercial service operator
20.3 BCC supported rural bus service review survey: determine response (closes 20/7/18)
21. **COMMUNITY CAR SCHEME:** Consider any updates
22. **PPP SUBMISSIONS:** consider/approve council submissions for July edition
23. **CONDUCT ANNUAL REVIEW OF FOLLOWING POLICIES:**
23.1 Equal Opportunities Policy
23.2 mVAS Policy/Manual and Risk Assessment
24. **ANNUAL REGISTRATION WITH ICO:** approve renewal of registration and consider/approve payment via direct debit (£5 annual reduction)
25. **AVDC COMMUNITY GOVERNANCE REVIEW:** consider feedback from AVDC and determine if wish to make any submission
26. **VACANCY IN THE OFFICE OF PARISH COUNCILLOR:**
26.1 Accept the written resignation from Cllr Matthey and approve commencement of associated procedures
26.2 Note receipt & publication of Register of Pecuniary Interests from Cllrs Mitra & Hawkins
26.3 Approve attendance on BALC Councillor Induction Training for Cllrs Mitra & Hawkins

Financial Matters:

27. **CHANGE OF BANK MANDATE:** approve change to Unity Bank mandate
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

Reports:

30. Receive feedback from BCC TfB Digital Drop-in Session on 15/6/18 – Cllr Mitra
31. Note other reports, reminders, forthcoming events and agenda items for 19/7/18
32. Re-confirm meeting dates for July and August

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS