

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 30 November 2017  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 10.25pm

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## 221/17 ATTENDANCE AND APOLOGIES

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

Others present: Resident Mr W Hawkins (present throughout) and Mr R McCarthy of Aldbury Parish Council (until close of minute 141/17).

Apologies: It was **RESOLVED** to accept apologies from Cllrs Matthey and Frearson (work commitments). Apologies also tendered from County Councillor Anne Wight, plus District Councillors Sandra Jenkins and Derek Town.

## 222/17 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

All councillors have standing declarations of interest as the council, as a corporate body, is trustee of the Recreation Ground Charity and Pitstone Parish Charity.

## 223/17 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery.

## 224/17 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- County Councillor Anne Wight provided a written update which will be circulated to all councillors electronically.
- It was **RESOLVED** to write to Avril Davies, the former local member for Ivinghoe Division, to congratulate her on being made an Honorary Alderman of the Council at Buckinghamshire County Council.

## 225/17 MINUTES OF THE MEETINGS held on 2/11/17

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 2 November 2017 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

## 226/17 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: The remedial works originally planned for spring 2017 along Westfield Road have still not commenced. 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. David Rowley advised 11/10/17 that plans now workable and hoping to engage legal teams shortly (tree survey not yet undertaken).
- 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 September 2018. Currently investigating planning permission for pumping station.
- 7) Public Transport Contributions arising from Rushendon Furlong & Vicarage Road developments:  
BCC confirm receipt of £22,739 from Vicarage Road for RTI panels at the bus stops by the Recreation Ground, and £40,989.40 from Rushendon Furlong (£30k = 2 x RTI

- panels and 2 x bus shelters; £10k spent on “the provision of a sustainable community transport and dial-a-ride service”). Andrew Clarke advised that they would contact the parish council again in February re the public transport elements with a few to draw down on funds early in the 2018/19 financial year. The Community Transport element has been referred to Simon Garwood for investigation.
- 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 & Rushendon Furlong Open Space: AVDC now holding S106 contributions relating to both developments. PPC has agreed to adopt the open space within Vicarage Road.
  - 10) Vicarage Road Development Street Lighting: the parish council has resolved that it would be willing to adopt the street lighting along Vicarage Road and within the development upon conclusion of the development.
  - 11) Pending path & highway remedial works –  
Paths: Vicarage Road path proposed to be widened and relayed by Vicarage Road development. BCC advise that they are currently working with Bellway on proposals. The work is due to be undertaken prior to occupation of the site ie prior to January 2018. BCC ordered missing curb stones for Queen Street. 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. 10/10/17 Rob Anderson advised that utility plans had been out of date, have now been re-done & work re-issued to team, so should be undertaken in next few weeks.
  - 13) Hedge Extension: on the recreation ground – now complete
  - 14) Village web site: Cllr Nicholls creating a planning section & reviewing architecture of attachments
  - 15) Primary education provision: no further updates available from BCC
  - 16) Cycle Path along Northfield Road: No update from Hertfordshire County Council.
  - 17) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
  - 18) mVAS: options being investigated by Cllrs Frearson/Starling
  - 19) Memorial Hall Charity membership: Cllr Nicholls investigating with Memorial Hall Charity
  - 20) The Pightle Open Space: Cllr Weber investigating land ownership
  - 21) Pitstone & Ivinghoe Safety Scheme: Workshop with BCC took place 13/9/17. Minutes circulated electronically. Awaiting response from BCC. LAF have ring fenced £11,643 from this year’s budget (2017/18). Simon Garwood adding a potential provision towards construction costs to the LAF 2018/19 grant application proposals for consideration by the LAF.
  - 22) Dial-a-ride/community transport – Cllr Frearson investigating options in light of pending S106 contribution from Rushendon Furlong & liaising with neighbouring parishes
  - 23) Environmental Policy: being investigated by a working party consisting of Cllrs Frearson, Crutchfield and Arney.
  - 24) mVAS clock back-up battery – Cllr Nicholls progressing at start of December
  - 25) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls
  - 26) Community Self Help Plan Review – being progressed by Cllr Crutchfield, Nicholls & Clerk
  - 27) Land off Westfield Road/’The Mounds’: awaiting details from Taylor Wimpey’s legal department. Taylor Wimpey have confirmed the lifting of confidentiality and are comfortable with the proposition being discussed at council meetings.
  - 28) Hever Close playground hedge – requested cut by Taylor Wimpey.
  - 29) Hedge cutting – commissioned from R Porter. Contractor advises that this will be his last year of hedge cutting and council will need to go back to the market for 2018.
  - 30) Pitstone Development Area Working Party – no outstanding actions at present and therefore no activity or report
  - 31) GDPR – working party yet to meet
  - 32) Crown reduction to Oak – works booked with R Wilson for 8/1/18.
  - 33) Tree Risk Assessment – scheduled with Patrick Stileman for January 2018
  - 34) Playground/asset Inspections – enquiries being made with existing staff
  - 35) Staff/volunteer ‘thank you’ event – preparations progressing by staffing committee
  - 36) Youth Café Safeguarding Policies – to be reviewed and updated

## 227/17 CORRESPONDENCE

The following correspondence received this month was noted:

### Aylesbury Vale District Council

- Copy of press releases – Circulated and posted electronically where appropriate
- Planning notifications, updates etc – Circulated electronically
- Vale Lottery information – Circulated and posted electronically

- Copy correspondence between AVDC and TW re Anglian Water/Bellway – Circulated electronically
- Correspondence from AVDC planning re PDA residential scheme – Circulated electronically (for inclusion on future planning committee agenda)

#### Bucks County Council and Transport for Bucks

- Road work / road closure alerts / major works – circulated and posted electronically where appropriate
- Update on Early Help review for Children’s Services – Circulated electronically
- Traffic Calming Sub Group agenda/info/minutes – Circulated electronically
- Report from County Councillor Anne Wight – Circulated electronically
- Agenda for Parish Liaison meeting 29/11/17 – Circulated electronically for councillors to advise if wished to attend
- MyBucks e:newsletter – Circulated electronically
- LAT contact details – Circulated electronically
- Quotation/information/correspondence re Pitstone-Marsworth footway – Circulated electronically
- Prevention Matters e:newsletters – Circulated electronically
- Invitation to Street Works Team presentation 4pm 6/12/17 – Circulated electronically for councillors to advise the clerk if they wished to attend
- Various correspondence re Cheddington station road closure – ongoing
- School appeal panel appeal poster – Circulated and posted electronically
- Consultation on price increases for adult social care services, open until 19/1/17 – Circulated and posted electronically. It was **RESOLVED** to add this to the 4/1/18 agenda.

#### 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
- Community Impact Bucks e:newsletters – Circulated electronically
- Chiltern Society e:newsletter – Circulated electronically
- Buckinghamshire Business First e:newsletters – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Public Sector Today e:newsletters – Circulated electronically
- Pensions Regulator e:newsletter – Circulated electronically
- B&MKALC Weekly Updates & training opportunities – Circulated electronically for councillors to respond if they wished to attend
- NALC larger councils conference information – Circulated electronically
- War Memorial e:newsletter – Circulated electronically
- Active Places e:newsletter – Circulated electronically
- SLCC e:newsletters/updates/training – circulated electronically
- Action4Youth e:newsletters/info/annual conference info – Circulated electronically for councillors to advise if they wished to attend
- Correspondence from resident who received Town Lands Charity bill in error – passed to chair of Town Lands Charity to resolve
- St Mary’s Church Christmas Market poster/details – Circulated and posted electronically
- TVP Community Forum 23/11/17 information – Circulated and posted electronically
- Music in Quiet Places information – Circulated electronically, with special note to Friends of St Mary’s Church
- Further information on Dacorum Issues & Options from Aldbury parish council – Circulated electronically
- Ivinghoe Old School Hub e:newsletters – Circulated electronically
- Thank you note/update to/from PIE re firework event – Circulated electronically
- Appeal for help from Rennie Grove Hospice to bring Santa float to Pitstone – Circulated and posted electronically
- Thoughts on Dacorum Borough Council Issues & Options sites near Tring station from Robin McCarthy of Aldbury parish council – Circulated electronically
- Extra information re High Street road works from Ivinghoe parish council – Circulated and posted electronically
- Copy correspondence between TW & AVDC re sewerage works – Circulated electronically
- Details of Let’s Hate Hate campaign from PCC – Circulated and posted electronically

- Change to t&c's from Lloyds Bank Credit Card – Circulated electronically and added to agenda
- Open Spaces Society e:newsletter – Circulated electronically
- Report from Pitstone Allotment Association of thefts of small tools eg secateurs etc from various plots, this activity has been reported to TVP – for information
- Additional information on mobile library service from BVCL manager – Circulated electronically
- Scouts reminder re Christmas stamp promotion – Circulated and posted electronically
- Query from resident re neighbour notification – responded by Chair of Committee/Council
- NALC e:updates/newsletters – Circulated electronically
- Youth café weekly updates – Circulated electronically to working party members
- Various correspondence from Aldbury parish council re Dacorum Local Plan – Circulated electronically
- BALC 2 x LTN's on GDPR – Circulated electronically
- BALC training course details – Circulated electronically for councillors to advise if they wished to attend
- Resident complaint re missing curb stones in Queen Street – passed to BCC/TfB who have ordered replacements
- Notification that PKF LittleJohn have been appointed as the Parish Council external auditors for the 5 year period commencing 1/4/17 (previously Mazars) – Circulated electronically and added to agenda
- Hertfordshire County Council "Meeting Hertfordshire's Challenges" conference invitation – Circulated electronically for councillors to advise if they wished to attend
- Enquiry re PPP advertising – responded
- Hertfordshire County Council primary school intake consultation (open until 5/1/18) – Circulated electronically for councillors to advise if they wished it added to the agenda
- Information re Salix energy efficiency loans – Circulated electronically
- Clerk magazine Vol 48 – for circulation
- BVCL 100 Club update – Circulated electronically
- Community Buildings e:newsletter – Circulated electronically

#### Committee Matters:

- 228/17 **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 2/11/17.
  - 2) All councillors had been present throughout the planning committee meeting earlier on 30/11/17 and therefore no update was necessary.
  - 3) The AVDC VALP consultation was discussed. It was **RESOLVED** to respond by thanking AVDC for respecting both neighbourhood plans and revising their calculation method for the villages; to request that sufficient co-ordination is invested with BCC and HCC regarding necessary infrastructure requirements such as a link/ring road to improve access from the villages to Aylesbury; and to request that they work jointly with Herts County Council to improve access and encourage sustainable transport to Tring station as this will be utilised by many of the new properties planned in Bucks.
  - 4) It was **RESOLVED** that no response was necessary to the Ivinghoe Neighbourhood Plan consultation.
- 229/17 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**
- 1) It was **RESOLVED** to ratify the minutes of the Sports & Leisure Committee meeting held on 18/10/17 as being a true and correct record.
  - 2) It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 9/11/17.
  - 3) Cllr Saintey provided an update the installation of fencing/netting (commencing 6/12/17) and the pitch extension (after Easter) elements of Phase I of the redevelopment.
- 230/17 **RECREATION GROUND CHARITY COMMITTEE – CLLR MATTEY, CHAIR OF COMMITTEE**
- 1) It was **RESOLVED** to note receipt of the draft minutes of the Recreation Ground Charity meeting held on 2/11/17.
  - 2) It was noted that Horwood & James had approached the Charity Commission with regard to reliance upon the previously issued scheme. Response anticipated 15/12/17.
  - 3) It was noted that the estimated legal costs were in the region of £600-700 and **RESOLVED** to meet these costs.

- 231/17 **PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF THE COMMITTEE**  
1) It was **RESOLVED** to note receipt of the draft minutes of the parish charity committee meeting held on 2/11/17.

**Matters Raised by the Working Groups:**

- 232/17 **YOUTH CAFE**  
1) It was **RESOLVED** to give consideration to the position of Safeguarding Officer for the parish council. Cllrs Blunt/Nicholls to discuss and report back on 4/1/18.  
2) It was **RESOLVED** to note receipt of the October youth café report.  
3) It was **RESOLVED** to purchase a replacement folding pool table (anticipated cost £140) and to meet the cost of a replacement wheel for the sack barrow (cost tbc). It was further **RESOLVED** to purchase a replacement sack barrow should it prove impossible to source new wheels.

**Other Matters:**

- 233/17 **CAA NOISE SURVEY**  
It was **RESOLVED** to submit the draft response previously circulated to all members.
- 234/17 **DEVOLVED SERVICES**  
  - It was **RESOLVED** to accept the quotation of £490 for J Leonard Limited to side out the end of the Green Lane footpath. It was noted that the tree by the gate was within the private ownership of the landowner and therefore the council was not able to commission any works to the tree. Cllr Saintey expressed a desire to approach the resident re cutting this back.
  - It was noted that the hedge along Marsworth Road had been cut but not back to the boundary – BCC have been asked to inspect and advise.
  - It was noted that the resident in Old Farm had agreed to cut back the tree but that works had not yet been undertaken. Land Registry had confirmed that the wall was owned by the adjoining properties and therefore it was **RESOLVED** to issue a cutting notice to the resident re the ivy on the footpath.
  - It was **RESOLVED** to advise PCSO Dodson that vehicles parking on the footpath in Old Farm were causing an obstruction.
- 235/17 **TREES**  
It was **RESOLVED** to purchase 2 x battery sensor lights and 2 x CCTV signs.
- 236/17 **BOUNDARY COMMISSION 2018 REVIEW**  
It was **RESOLVED** that no response was necessary to this consultation.
- 237/17 **BCC MOBILE LIBRARY CONSULTATION**  
It was **RESOLVED** that no response was necessary to this consultation.
- 238/17 **DACORUM BOROUGH COUNCIL ISSUES AND OPTIONS CONSULTATION**  
It was **RESOLVED** to permit Robin McCarthy of Aldbury Parish Council to address the council and provide details of their response. It was **RESOLVED** to issue a response relating to (1) senior school capacity (2) capacity issues at Tring station (3) cross border co-operation with BCC/AVDC.
- 239/17 **RENOVATION OF NOTICE BOARD**  
It was **RESOLVED** to approve the renovation works for the notice board outside Delicious Meals (approx. cost £145)
- 240/17 **MVAS SERVICE AGREEMENT**  
It was **RESOLVED** to renew the annual service agreement with Swarco (£210 + VAT).
- 241/17 **STREET / CHRISTMAS LIGHTING**  
  - a) The street lights reported to Taylor Wimpey and Bucks County Council for repair were noted.
  - b) It was **RESOLVED** to accept the quotation of £3,875.10 + VAT from Lamps & Tubes to convert 3 x columns in Queen Street and 3 x columns in The Crescent to 19W LED bulbs. Lead-time approximately 6 weeks.
  - c) It was noted that 4 residents had volunteered to assist with street light surveys, and **RESOLVED** to appeal for further assistance.
  - d) It was **RESOLVED** to adopt the updated Street Lighting Policy (previously circulated) and the Chairman was duly authorised to sign on behalf of the council.
  - e) It was noted that the confirmed street light inventory had now been agreed with UK Power Networks who had issued an updated certificate to Opus. Opus yet to confirm implementation.

- f) It was **RESOLVED** to purchase replacement Christmas tree lights (cost £1,400 + VAT to supply and fit) following the failure of the previous illuminations. It was further **RESOLVED** to remove these from the tree each year to prolong life of the equipment (estimate £300 per annum) and investigate storage options.

242/17 **POSSIBLE SUMMER CONCERT EVENT 2018**

A number of concerns were voiced. It was **RESOLVED** that the parish council could not commit to a 2018, or future event, until a full business proposal and further clarifying information had been provided for consideration. Cllr Matthey to be asked to present at a future meeting.

243/17 **LOCAL WILDLIFE SITE OFF WESTFIELD ROAD**

An expert from BBOWT had volunteered to provide advice at a site meeting in early December. It was therefore **RESOLVED** to postpone any decision until the 4/1/18 meeting.

244/17 **PPP SUBMISSIONS**

It was **RESOLVED** to submit the previously circulated draft information to the editor for inclusion in the next edition of PPP.

245/17 **PITSTONE-MARSWORTH FOOTPATH**

The latest draft costs provided by Bucks County Council were considered. The parish council expressed disappointment and concern at the revised potential higher figure for 'risk based' costs that the two parish councils were being asked to provide. It was **RESOLVED** that the parish council were not able to commit to this level of contingency at present and to request (1) further information from BCC (2) investigate insurance options.

246/17 **BCC LAND BY THE CRESCENT**

Following the advice of Horwood & James it was **RESOLVED** to revert to Carter Jonas again regarding the overage clause and suggest a meeting.

247/17 **COMMUNITY CAR SCHEME**

It was **RESOLVED** to extend assistance to the Community Car Scheme via (1) approx. £70 to purchase new telephony equipment (2) approx. £120 per annum in financial support to operate the telephone line (3) assistance to revamp the scheme, appeal for volunteer drivers and organise policies etc.

**Financial Matters:**

248/17 **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. It was **RESOLVED** to reissue the invoice to Safe & Sound for just the one edition of PPP that had already gone to print.

249/17 **INTERNAL CONTROLS**

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

250/17 **2018-19 BUDGET**

The third draft of the 3 year forecast was noted, along with potential precept implications of various scenarios. It was **RESOLVED** to accept the budgeted income and expenditure (see attached). It was **RESOLVED** that the council wished to submit a precept of £95,010 which generates a Band D payment of £73.31 a 0.58% increase on last year.

251/17 **LLOYDS AND NATWEST BANK TERMS & CONDITIONS**

The revised terms and conditions issued by Lloyds and NatWest banks were noted.

252/17 **APPOINTMENT OF EXTERNAL AUDITOR**

It was noted that PKF Little John LLP had been appointed as external auditor for the parish council (previously Mazars).

**Other Reports:**

253/17 **OTHER REPORTS**

- 1) Cllr Nicholls & Saintey provided feedback from the AVALC AGM.
- 2) It was noted that no councillors had been able to attend the TVP Community Forum on 23/11/17 nor the BCC Parish Liaison meeting on 29/11/17.
- 3) Cllr Crutchfield provided feedback from the LAF Traffic Calming Sub Group held on 8/11/17, including a TVP panel meeting on 2/2/18, the Community Speed watch

sign project, the forthcoming freight strategy consultation and the next meeting date 31/1/18.

- 4) The information provided by the WI regarding their defibrillator project was noted.
- 5) BCC had been asked to sweep the gullies along Vicarage Road (hall end) and Marsworth Road (63074569).
- 6) AVDC apologised that Pitstone had been missed from the dog bin emptying schedule and the situation has now been resolved.
- 7) The other reports provided within the clerks report were noted.

254/17 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 4/1/18, 25/1/18, 22/2/18, 29/3/18, 26/4/18, 7/6/18, 28/6/18, 19/7/18, 6/9/18, 27/9/18, 25/10/18, 29/11/18 and 3/1/19.
- Annual Assembly scheduled for Tues 15/5/18
- Sports and Leisure Committee meetings: 13/12/17, 10/1/18, 8/2/18, 8/3/18, 12/4/18, 10/5/18, 14/6/18, 12/7/18, 9/8/18, 13/9/18, 11/10/18, 8/11/18, 13/12/18
- PPP Publication dates: January, April, July and October.
- Play around the Parishes Aug 2018, 1 x am session Tues 7 August and 1 x pm session Wed 22 August.
- AVALC/CPRE Planning Roadshow March 2018 tbc
- Annual staff/volunteer event – 11/1/18, all welcome
- LAF meetings: 27/2/18, 20/6/18, 18/9/18
- LAF traffic calming sub-group: 31/1/18 in Mentmore
- Luton Airport Flight Operations Public Surgery on 18/1/18 4-7pm at hub
- Christmas Memory Tree St Mary's Church Pitstone 9 & 10 Dec 12-4pm
- Christmas lights will be operational 1/12/17-twelfth night, 3pm to 1am
- Alpha Fence works at pavilion 6/12/17 for 3 weeks tbc
- Possible PIE Summer Festival 22&23/6/18
- Possible Summer Concert 30/6/18

255/17 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 4 January 2018. It was noted that the following would appear on the agenda:

- Receive presentation from National Trust re Monument Drive car park project
- Determine PPC response to HCC Draft Transport Plan consultation (deadline 23/1/18)
- Annual review of Events & Open Space Policy

256/17 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 10.25pm.

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

Date: 4 January 2018