

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 25 January 2018
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 8.55pm

286/17 ATTENDANCE AND APOLOGIES

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

Others present: Resident Mr W Hawkins (until close 313/17), Mr R McCarthy & Mr M Pearce of Aldbury Parish Council (until close of 301/17), County Councillor Anne Wight (until close of 301/17), District Councillors Derek Town & Sandra Jenkins (until close of 301/17), one member of the public (until close of planning) and PCSO J Dodson (until close of 289/17).

Apologies: It was **RESOLVED** to accept apologies from Cllrs Matthey (work), Cllr Weber (holiday) and Cllr Starling (personal matter). It was **RESOLVED** that the council wished to send their best wishes for a speedy recovery to Mrs Starling.

287/17 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

The new seating arrangements for councillors unable to vote due to interests was clarified. Four councillors declared pecuniary interests in the allotments, as tenants. It was noted that exclusion of these members would render the meeting non-quorate, and therefore it was **RESOLVED** to grant a dispensation Under Section 33(2)(a) of the Localism Act 2011 that "without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the Council as to impede the transaction of the business" and therefore to grant permission for Cllrs Saintey, Crutchfield, Stack and Frearson to participate in these agenda items.

Cllr Blunt declared an interest as the Chair of Governors for Brookmead School.

It was noted that 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.

288/17 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery. No councillors wished to speak about matters for which they had an interest.

289/17 NEIGHBOURHOOD ACTION GROUP – PCSO J DODSON

PCSO Dodson provided an update on local issues including youth issues, thefts from vans, work with the Memorial Hall Charity re ASB, and incidents at the allotments. No questions were tabled for Thames Valley Police. PCSO Dodson was thanked for attending, and then departed to continue with her duties.

290/17 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- County Councillor Anne Wight provided a report on the timescale for the footpath to Marsworth, the continued illegal moving of the diversion signs in Ivinghoe, the Marsworth airfield south planning application, the LLACC meeting including the increase in noise related complaints and the future consultation on the expansion plans for Luton airport, work experience opportunities and the British Legion.
- District Councillor Derek Town provided a report on the planning application for Marsworth airfield south, window complications at the Victor House development and the recent Luton Airport Public Meeting in Ivinghoe.

291/17 MINUTES OF THE MEETINGS held on 4/1/18

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 4 January 2018 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

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: Last dwelling occupied spring 2014. BCC advised in May 2017 that hope all will be adopted within 18m ie November 2018. TW undertaking works in footpath on Westfield Road.
- 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. Tree works now approved by AVDC. 2 trees suffered storm damage and have been reported to TW/AVDC.
- 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 who will arrange a meeting in February.
- 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 relaid by Vicarage Road development. BCC previously advised 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 April 2018.
Removal of sign post for Marsworth Road (eroded at base) pending.
- 12) Roundabout lighting knockdown: completed.
- 13) Village web site: Cllr Nicholls creating a planning section & reviewing architecture of attachments
- 14) Primary education provision: no further updates available from BCC
- 15) Cycle Path along Northfield Road: No update from Hertfordshire County Council.
- 16) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 17) mVAS: options being investigated by Cllrs Frearson/Starling
- 18) Memorial Hall Charity membership: Cllr Nicholls investigating with Memorial Hall Charity
- 19) The Pightle Open Space: Cllr Weber investigating land ownership
- 20) Pitstone & Ivinghoe Safety Scheme: Workshop with BCC took place 13/9/17. 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.
- 21) Dial-a-ride/community transport – Cllr Frearson investigating options in light of pending S106 contribution from Rushendon Furlong & liaising with neighbouring parishes
- 22) Environmental Policy: being investigated by a working party consisting of Cllrs Frearson, Crutchfield and Arney.
- 23) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls
- 24) Community Self Help Plan Review – being progressed by Cllr Crutchfield, Nicholls & Clerk

- 25) Land off Westfield Road/'The Mounds': awaiting details from Taylor Wimpey's legal department.
- 26) GDPR – working party meeting in February
- 27) Crown reduction to Oak – completed
- 28) Snooker table – completed and insitu at youth cafe
- 29) Sack barrow wheel – replaced by Café Manager
- 30) Lights & signs for trees – installed by contractor
- 31) Noticeboard renovation – commissioned with Abode Solutions. Date tbc.
- 32) LED roll out to Queen Street and The Crescent – complete
- 33) Christmas lights – removed and stored by L&T
- 34) Dog Fouling in Local Wildlife Site – site visit undertaken with BBOWT & Cllrs Nicholls/Arney. BBOWT are supplying details of illustrative signage & suppliers and some text for PPP/website. Once in receipt we will adapt for Pitstone & obtain draft costings for consideration.
- 35) Pitstone-Marsworth footpath – Marsworth Parish Council also approved the scheme and the order has been placed. Work should commence shortly.
- 36) Telephony – equipment now received and in the process of creating necessary account.
- 37) Community Car Scheme – work continues to relaunch the scheme. It was noted that the proposed co-ordinator was now unable to take up the position and another co-ordinator was now required.

293/17 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, comments on portal etc – Circulated electronically
- Invitation to Planning Conference 20/2/18 at Gateway – no councillors expressed availability to attend
- Amendments to Register of Electors – Circulated electronically
- Copy correspondence AVDC & TW re open space transfer – Circulated electronically
- Copy correspondence between AVDC and Wakelin re PDA – Circulated electronically

Bucks County Council and Transport for Bucks

- Road work / road closure alerts / major works – circulated and posted electronically where appropriate
- Weather warnings – Circulated electronically
- School bus changes for 883 to Tring due to Cheddington station road closure – Circulated and posted electronically
- January 2018 update from Cllr Anne Wight – Circulated and posted electronically
- Email from Cllr Wight re diversion signs being tampered with – Circulated and posted electronically
- Reminder re Big Community Switch deadline – Circulated electronically
- Pothole season information – Circulated and posted electronically
- My Bucks e:newsletter – 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
- Community Impact Bucks e: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 & training opportunities – Circulated electronically
- War Memorial e:newsletter – Circulated electronically
- SLCC e:newsletters/updates/training – circulated electronically
- Action4Youth e:newsletters – Circulated electronically
- SLCC re vacancies in Lacy Green and Beaconsfield – Circulated electronically
- Ivinghoe Old School Hub e:newsletters and minutes – Circulated electronically
- Copy correspondence between Marsworth PC and BCC/TfB re footpath – Circulated electronically
- BALC info on review of park homes – Circulated electronically
- Thank you email from HCC for submitting comments to consultation – retained

- HCC Inspiring Libraries consultation – Circulated electronically
- BALC funeral arrangements for Cllr Fraser – Circulated electronically
- Enquiry from Castlemead resident – provided contact details for Taylor Wimpey
- Another opportunity to visit Greatmoor Energy from Waste – Circulated electronically
- Update from Wakelin – Circulated electronically
- Thank you note from employees/volunteers – Circulated electronically
- Airspace Design CAA Open Day 6/2/18 in London – Circulated electronically
- Copy correspondence between resident and Pitstone Memorial Hall – responded to resident
- Copies of presentation information from National Trust – Circulated and posted electronically (where applicable)
- Sport England e:newsletter – Circulated electronically
- Meeting Hertfordshire’s Challenges Community Leaders event summary – Circulated electronically
- LLATVCC newsletter – Circulated electronically
- Chilterns Survey and Chilterns AONB Management Plan Review – Circulated and posted electronically
- Information re public visits to Greatmoor Energy from Waste – Circulated and posted electronically
- Correspondence from resident re bikes at ‘the mounds’ – Circulated electronically
- Clerks & Councils Direct – for circulation
- Clerk Magazine – for circulation
- LCR Magazine – for circulation
- Complaint from resident re Stocks Road ditches/verges – reported to TfB
- UK Power Networks advice in event of power failure due to adverse weather – Circulated and posted electronically
- Chiltern Society e:newsletters – Circulated electronically
- Pensions Regulator e:newsletters – Circulated electronically
- Parish Analysis of housing growth via AVALC – Circulated electronically
- Transform e:newspaper from Luton Airport – Circulated and posted electronically
- Correspondence with Woods Hardwick – circulated to s&l council members
- War Memorial News e:newsletter – Circulated electronically
- HCC minerals and waste consultation reminder – Circulated electronically
- Chiltern Conservation Board e:newsletter – Circulated electronically
- Correspondence from TVP re an incident on Cheddington Road – responded
- Notification from resident of fallen tree in Castlemead – reported to TW and AVDC
- HS2 phase 1 grant scheme info – Circulated electronically

Committee Matters:

294/17 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

- 1) The following planning applications were considered:
 - i. **34 Albion Road, 17/04815/APP**, single storey rear extension. No objections had been received from members of the public. It was **RESOLVED** to advise AVDC that the parish council had no objection to this application.
 - ii. **Barley End, Stocks Road, 17/04858/APP**, demolition of retained part of house, retention and extension of garage block, construction of detached annex, and relocation of proposed glass house. No objections had been received from members of the public. It was **RESOLVED** to advise AVDC that the parish council had no objection to this application.
 - iii. **30 Vicarage Road, 18/00105/APP**, two storey side extension and single storey garage extension. No objections had been received from members of the public. It was **RESOLVED** to advise AVDC that the parish council had no objection to this application.
- 2) It was noted that the following applications were outstanding with AVDC:
 - i. **The Coach House, Erleigh Manor, Vicarage Road, 17/04281/APP**, demolition of double garage building, extension to South East and South West, erection of dormer windows. Changes to driveway and car parking arrangements.
 - ii. **Land adjacent to allotment gardens, Marsworth Road, 17/01871/APP**, reduced scheme for 74 units and updated supporting information regarding drainage, trees, ecology, visual assessment and transport assessment. AVDC internal meeting 24/1/18. Determination date currently 26/1/18. PPC had submitted comments clarifying their position on dwelling numbers (which had been approved electronically by council members).
 - iii. **14 Church Road, 17/04701/APP**, Single storey rear extension, garage conversion and internal alterations.

- 295/17 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**
- 1) It was **RESOLVED** to note receipt of the minutes of the Sports & Leisure Committee meeting held on 10/1/18 (information only as the meeting had not been quorate).
 - 2) Cllr Saintey provided an update on Phase I site works and progress with Phase II.
 - 3) It was **RESOLVED** to ratify the electronic decision of the sports & leisure committee and the chairman to commission a replacement length of fencing between the western boundary and the double maintenance gates (£1,213+VAT) which had blown down, with the posts & plinths beyond economical repair, during the storm of 17/1/18.
 - 4) It was noted that matches had to be cancelled from the larger pavilion pitch on 20 and 21/1/18 due to waterlogged pitch conditions, which had resulted in a credit note to P&IU FC.
 - 5) It was noted that a number of consumables had been required & that 3 roof tiles had suffered damage in the most recent storm & **RESOLVED** to accept the costs.

- 296/17 **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
- 1) Cllr Blunt provided feedback from the staffing committee earlier on 25/1/18, for which all councillors had received the meeting information. Draft minutes will follow in due course.
 - 2) It was **RESOLVED** to accept the recommendation of the staffing committee and extend the duties of 2 current litter pickers to include asset inspections, on a rotational basis, with approximately 1 additional hour per week, per employee, at their current rate of pay. It was further **RESOLVED** to accept the associated cost of training courses (approx £1,400) and equipment (approx £40), to facilitate this.
 - 3) It was **RESOLVED** to recruit a Safeguarding Officer and further **RESOLVED** to delegate power to the Staffing Committee to investigate and progress.
 - 4) It was noted that discussions regarding a Data Protection Officer were ongoing.

Matters Raised by the Working Groups:

- 297/17 **YOUTH CAFE**
- 1) The position of Safeguarding Officer was discussed under the staffing committee, see above. The review of the Safeguarding Policy will be postponed until the above post has been filled.

Other Matters:

- 298/17 **DEVOLVED SERVICES**
- The updates on outstanding matters were noted.
 - TfB had advised that the "footway was not sufficiently obstructed" to warrant further action along Marsworth Road.
 - It was noted that BCC are not responsible for the strip of trees in the Old Farm car park and therefore this does not fall under devolved services.
- 299/17 **BCC LAND BY THE CRESCENT**
- It was **RESOLVED** to note that BCC had agreed revised overage terms. It was noted that Horwood & James had supplied drafting amendments to Harrow Law, and the parish council was currently waiting for a response. It was noted that the AVDC had agreed to extend the S106 deadline whilst the matter progressed through legal. It was noted that it may appear on the February agenda for approval, or an extra-ordinary meeting may be required earlier in the month.
- 300/17 **TREE WORKS**
- It was **RESOLVED** to accept the quotation from R Wilson Tree Surgery Limited for the works specified in the Tree Risk Assessment report, of £380 + VAT. It was further **RESOLVED** to request the two tree stumps are ground out, for a cost of £80 + VAT.
- 301/17 **PIE SUMMER FESTIVAL**
- Pitstone & Ivinghoe Entertainments advised that they hoped to hold a Vegas Cabaret Night on 29 June, and Ibiza Club Night on 30 June. They are investigating types/styles of marquee and a full application for hire of open space would follow shortly. It was **RESOLVED** to refer the application to the appropriate location depending upon the site requested.
- 302/17 **PITSTONE ALLOTMENTS**
- Dispensation in place, see 287/17.
- a) The annual review of the licence between PPC and Pitstone Allotment Association (PAA) was carried out and it was **RESOLVED** to renew on the current terms.
 - b) It was **RESOLVED** to approve the PAA proposal to impose no increase in annual subscription.

- c) It was **RESOLVED** not to levy an increase in annual rental from the parish council (prices have remained static since 2011).

303/17 **VOLUNTEER OF THE YEAR**

It was **RESOLVED** to move this agenda item to the close of the meeting, so that the discussion of candidates could take place in confidential session to enable the winning appointment to remain a surprise until the Annual Assembly. It was **RESOLVED** to accept the associated cost of the £50 prize and framed certificate.

304/17 **ANNUAL ASSEMBLY 2018**

It was **RESOLVED** to enquire with National Trust if they would be able give a presentation. It was **RESOLVED** to offer local clubs/societies the option to have a display stand or to provide leaflets. It was noted that the Memorial Hall Charity were able to assist with set-up and refreshments (quote pending).

305/17 **POLICY REVIEW**

Following annual review, it was **RESOLVED** to adopt the following policies as circulated:

- a) Grant Awarding Policy
- b) Social Media and Communications Policy
- c) Community Engagement Strategy
- d) Internal Controls
- e) Annual Internal Audit
- f) Review of categories of information & charges within the publication scheme

Financial Matters:

306/17 **QUARTERLY GRANT CONSIDERATIONS**

No applications received for consideration.

307/17 **QUARTERLY VAT RETURN**

It was noted that the quarterly VAT return had been submitted and HMRC had refunded £2,975.79.

308/17 **FINANCIAL POSITION AND PAYMENTS**

The council noted the bank reconciliation, income, expenditure, debtors and creditors' information plus the monthly budget summary. 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.

309/17 **INTERNAL CONTROLS**

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

Other Reports:

310/17 **OTHER REPORTS**

- 1) Cllr Nicholls provided feedback from the Luton Airport Public Surgery on 18/1/18 including the proposed respite route between Ivinghoe and Edlesborough.
- 2) It was noted, and **RESOLVED** to meet the cost, that 3 faulty street lights had been reported to Lamps & Tubes who had attended and repaired.
- 3) The mVAS report for Vicarage Road was noted. It was further noted that Swarco had attended and fixed an electrical fault with the unit.
- 4) It was noted that the Marsworth Road had now been cut and the daffodil signs had been erected.
- 5) It was noted that the Charity Commission had apologised for the delay regarding the Recreation Ground Scheme, and they hoped to respond within 7 days.
- 6) It was noted that a shipping container had appeared on the recreation ground, and **RESOLVED** to identify the owner and seek clarification.
- 7) The other reports provided within the clerks report were noted.

311/17 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 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: 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.

- LAF meetings: 27/2/18, 20/6/18, 18/9/18
- LAF traffic calming sub-group: 31/1/18 in Mentmore
- Pitch extension at pavilion w/c 9/4/18
- PIE Summer Festival – Ibiza Club night 30/6/18, Vegas cabaret night 29/6/18. Venue tbc.

312/17 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 22 February 2018. It was noted that the following would appear on the agenda:

- Book internal auditor
- Recreation Ground renovation plans
- Recreation Ground ground keeping contract
- Annual review of the policy on the reporting of meetings of the council
- Approve Electrical Safety Inspections for all lamp columns

313/17 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the main meeting at 8.55pm.

314/17 **VOLUNTEER OF THE YEAR**

The nominations submitted to the council for Volunteer of the Year 2018 were considered and a winner identified.

Signed: _____
Chairman

Date: 25 January 2018