

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 22 February 2018  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 9.40pm

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## 315/17 ATTENDANCE AND APOLOGIES

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

Others present: Resident Mr W Hawkins & PPP Advertising Manager Mr K Ginda (both until close of public section of meeting), Mr R McCarthy of Aldbury Parish Council (until close of 337/17) and County Councillor Anne Wight (until close of 332/17).

Apologies: It was **RESOLVED** to accept apologies from Cllrs Blunt (work) and Starling.

## 316/17 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, however no agenda items related.

Cllr Saintey declared a pecuniary interest in National Trust (Estates Committee).

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.

## 317/17 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.

## 318/17 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

County Councillor Anne Wight provided a report on: the freight strategy consultation being launched this week, the forthcoming LAF meeting, the Marsworth Road closures related to traffic light works in Marsworth and the Safe in Bucks consultation.

## 319/17 MINUTES OF THE MEETINGS held on 25/1/18

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 25 January 2018 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

## 320/17 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: Last dwelling occupied spring 2014. BCC advised in May 2017 that hope all will be adopted within 18m ie November 2018. TW advise that they are waiting for UK Power to connect the outstanding street lights along Westfield Road before they are willing to resurface the highway.
- 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. Planning application for pumping station now submitted to Bucks County Council by Anglian Water.

- 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 and meeting arranged for 28/2/18.
- 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 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) Village web site: Cllr Nicholls creating a planning section & reviewing architecture of attachments
- 13) Primary education provision: no further updates available from BCC
- 14) Cycle Path along Northfield Road: No update from Hertfordshire County Council.
- 15) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 16) mVAS: options being investigated by Cllrs Frearson/Starling
- 17) Memorial Hall Charity membership: Cllr Nicholls investigating with Memorial Hall Charity
- 18) The Pightle Open Space: Cllr Weber investigating land ownership
- 19) 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.
- 20) Dial-a-ride/community transport – Cllr Frearson investigating options in light of pending S106 contribution from Rushendon Furlong & liaising with neighbouring parishes
- 21) Environmental Policy: being investigated by a working party consisting of Cllrs Frearson, Crutchfield and Arney.
- 22) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls
- 23) Community Self Help Plan Review – being progressed by Cllr Crutchfield, Nicholls & Clerk
- 24) Land off Westfield Road/’The Mounds’: awaiting details from Taylor Wimpey’s legal department.
- 25) Noticeboard renovation – Work in progress.
- 26) 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.
- 27) Pitstone-Marsworth footpath – installation work commenced. Due for completion in April. Lots of positive feedback on social media.
- 28) Community Car Scheme – work continues to relaunch the scheme. Nothing additional for council to approve at present.
- 29) Tree works on Recreation Ground – booked with R Wilson for 14/3/18
- 30) Street Lighting Electricity – updated inventory to reflect new LEDs submitted to UK Power and new Unmetered Supply Certificate issued, which has been submitted to Opus for (1) amendment of our monthly billing (2) refund to backdate to January (3) quote for next years supply
- 31) Staffing – new asset inspectors now in place & training/dbs booked. Safeguarding officer – drafting of job description etc continues. DPO – consideration continues.
- 32) Allotments – mailshot for new tenancies prepared. Licence countersigned by PAA. Transfer of PAA subscription to be raised for March payment.

## 321/17 CORRESPONDENCE

The following correspondence received this month was noted:

### Aylesbury Vale District Council

- Planning notifications, updates, comments on portal etc – Circulated electronically
- Reminder & agenda re Planning Conference 20/2/18 at Gateway – no councillors available to attend. AVDC will circulate copy of presentation materials in due course.
- Amendments to Register of Electors – Circulated electronically
- Copy correspondence between AVDC and Wakelin re PDA – Circulated electronically
- Copy correspondence between AVDDC & I&P Scouts re tree planting in Crispin Field – Circulated electronically
- Update from AVDC leisure re procurement on behalf of parish councils – Circulated electronically
- Parish newsletter/precept update – Circulated electronically
- GDPR training on 28/2/18 at The Oculus – Circulated electronically – no-one requested to attend. Also requested copy of resultant video so that all councillors can watch.
- Great British Spring Clean Campaign info – Circulated and posted electronically
- Parish/public access planning system update information – Circulated electronically
- New Homes Bonus grant information (deadline 27/7/18) – Circulated electronically
- Funding available for churches/historic buildings – Circulated electronically
- Press release re Paralympic ceremony – Circulated and posted 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
- County Councillor report – Circulated and posted electronically
- Details of Good Neighbour campaign – Circulated and posted electronically
- Correspondence with County Councillor A Wight – Circulated electronically
- Correspondence re footpath to Marsworth – Circulated electronically
- Prevention Matters e:newsletter – Circulated electronically
- Reminder re traffic calming sub-group meeting – Circulated electronically to LAF members
- MyBucks e:newsletter – Circulated electronically
- Invitation to street lighting presentation on 21/2/18 (received 19/2/18) – Circulated electronically, no councillors available to attend
- LAF meeting agenda for 1/3/18 – Circulated electronically

### Other

- Thames Valley Police neighbourhood alerts, updates, press releases & newsletters – circulated & posted (where appropriate) electronically
- Deputy Police & Crime Commissioner e:newsletters – Circulated electronically
- Rural Services Network e:newsletters & updates etc – circulated electronically
- Charity Commission e:updates and newsletters – circulated electronically
- Chiltern Society e:newsletter – 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
- Aylesbury Town Council event posters – provided to notice-board manager
- War Memorial e:newsletter – Circulated electronically
- SLCC e:newsletters/updates/training/vacancies – circulated electronically
- HSE e:newsletter – Circulated electronically
- Pensions Regulator e:newsletter – Circulated electronically
- Sport England e:newsletter – Circulated electronically
- Action4Youth e:newsletters – Circulated electronically
- Ivinghoe Old School Hub e:newsletters and minutes – Circulated electronically
- AVALC New Homes Bonus info – Circulated electronically
- Correspondence with Football Foundation re progress of Phase I works at pavilion – responded
- Correspondence with AlphaFence re Phase I works at pavilion – Circulated electronically to s&I members

- LCPAS information re GDPR – Circulated electronically
- Local Councils Update Issue 214 – for circulation
- “Planning for Waterways in Neighbourhood Plans” – for circulation
- HCC Waste Local Plan Initial Consultation (open until 30/3/18) – Circulated electronically and added to agenda
- Introductory email from Chiltern Conservation Board local representative, Clive Thomas of Chesham Bois – Circulated electronically
- Correspondence with Horwood & James – Circulated electronically
- Correspondence from Aldbury re Barley End – Circulated electronically
- Enquiry from Town Lands Charity – responded
- Letter from Anglian Water confirming compliance to Water Regulations 1999 at allotment site – advised PAA and Circulated electronically
- Email of thanks from resident – Circulated electronically
- Job Centre Resource Link for website – passed to web site manager
- Fields in Trust e:newsletter – Circulated electronically
- Correspondence from resident re parking near junction of Crispin Field/Cheddington Road – obtained permission to pass contact details to PCSO J Dodson for investigation/action
- BALC East West Rail communication – Circulated electronically and copied to Brookmead in case they wished to take up the offer of a school visit
- NALC briefing notes on GDPR data breach & financial assistance to the church – Circulated electronically
- Copy correspondence from TVP re youth cafes/clubs in area – Circulated electronically to youth café working party
- Correspondence from Nicholas King re groundwater investigations – Circulated electronically
- HMRC Employer Bulletin – Circulated electronically
- BALC conference on Respect, Trust & Better Relationships 19/4/18 – Circulated electronically, no councillors requested attendance

#### Committee Matters:

- 322/17 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
- 1) Cllr Crutchfield provided an update from the Planning Committee meeting that had been held earlier on 22/2/18. It was noted that a planning application had now been received for the pumping station to enable 1<sup>st</sup> time sewage provision to the properties at the end of Cheddington Road and **RESOLVED** that all councillors would be summoned to the meeting on 5 March 2018 at 7.30pm in the meeting room.
- 323/17 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTHEY, CHAIR OF COMMITTEE**
- 1) It was **RESOLVED** to note receipt of the minutes of the Sports & Leisure Committee meeting held on 8/2/18.
  - 2) Cllr Saintey provided an update on Phase I site works, including delays to the fencing/ball stop netting due to further adverse weather and the postponement of the pitch extension until May to enable the scheduled matches to be completed.
- 324/17 **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
- 1) Cllr Blunt was not present, however it was **RESOLVED** to note receipt of the minutes of the Staffing Committee meeting held on 25/1/18.
  - 2) It was also noted that the new asset inspectors were now in place and operational.
- 325/17 **RECREATION GROUND CHARITY COMMITTEE – CLLR MATTEY, CHAIR OF COMMITTEE**
- 1) It was **RESOLVED** to note the update from the Charity Commission, and note that a draft lease was yet to be provided by Horwood and James.

#### Matters Raised by the Working Groups:

- 326/17 **YOUTH CAFE**
- 1) The proposed loyalty scheme was noted.
  - 2) It was **RESOLVED** to advertise the youth café more heavily via social media/posters and advert in PPP. It was further **RESOLVED** to invite the Year 6 children to taster sessions from Easter onwards and arrange the necessary meetings etc with Brookmead.

327/17 **GDPR**

- 1) A general discussion was held. It was noted that the working party meeting had needed to be postponed and would be re-arranged shortly.
- 2) It was noted that the council had granted approval electronically for the Chairman and Clerk to attend the BALC course on “prepping your data for GDPR” on 27/2/18 and formally **RESOLVED** to accept the associated costs.

**Other Matters:**

328/17 **DEVOLVED SERVICES**

- 1) It was **RESOLVED** to undertake further siding out of shrubbery at the junction of Cheddington Road and Wellington Place.
- 2) It was **RESOLVED** to notify VAHT of the vandalised no dog fouling sign on their land between Yardley Avenue and Queen Street, but if they refused to remove/repair to accept the cost of making safe.
- 3) It was noted that the funding available from BCC had been depleted and **RESOLVED** to fund the above listed works from PPC contingency funds.
- 4) The updates on outstanding matters were noted. It was **RESOLVED** to re-issue a cutting order re Old Farm.
- 5) It was **RESOLVED** to accept the quotation from R Porter, appointed contractor, for footpath strimming in 2018 of £290 (zero increase on last year).
- 6) It was noted that new prices had not been supplied by J Leonard, appointed contractor, and therefore to carry this item forward to the next meeting.

329/17 **BCC LAND BY THE CRESCENT**

Draft contract still awaited from Bucks County Council/Horwood & James. Carried forward to next meeting.

330/17 **ANNUAL ASSEMBLY 2018**

- 1) It was **RESOLVED** to provide National Trust with a donation of £50.00 for their presentation at the annual assembly.
- 2) It was noted that no charities/community groups had requested presence at the meeting.
- 3) It was **RESOLVED** to accept the costs associated with printing a single sided, black and white, A5 agenda (approx. £300) and to arrange for distribution for this via the PPP voluntary distributors.
- 4) It was **RESOLVED** that Cllr Nicholls would bring his camera and Cllr Saintey would act as photographer.
- 5) The agenda was discussed and will be finalised in March/April.

331/17 **POLICY REVIEW**

Following annual review, it was **RESOLVED** to adopt the Policy on the Reporting of Meetings of the Council as circulated.

332/17 **FOOTPATH 2**

It was **RESOLVED** to write to the owner of the stile asking them to consider improved access for pushchairs etc as this path will be a key walk-to-school route once the Croudace development has concluded.

333/17 **STREET LIGHTING**

- 1) It was **RESOLVED** to commission the 6 yearly electrical safety inspection reports for all columns, and further **RESOLVED** to transfer the associated funds from the NatWest Reserve account to the Unity account.
- 2) The street light repairs during the month were noted and it was **RESOLVED** to accept the associated cost.
- 3) It was noted that the Marsworth Road lights were still non-operational near Old Farm and to escalate the issue with Bucks County Council.

334/17 **INTERNAL AUDIT**

It was **RESOLVED** to appoint IAC to conduct the Internal Audit in May 2018 at a cost of £350 + VAT (zero increase year on year).

335/17 **HCC WASTE LOCAL PLAN INITIAL CONSULTATION**

It was noted that Cllr Blunt was not present to make a recommendation. If any submission was recommended, it was **RESOLVED** to circulate and approve electronically if necessary. Otherwise, it was deemed that no submission was required.

336/17 **BEST KEPT VILLAGE COMPETITION**

It was **RESOLVED** not to enter the competition this year.

- 337/17 **LOCAL COUNCIL PUBLIC ADVISORY SERVICE**  
It was **RESOLVED** to purchase the set of GDPR document templates at a cost of £30. It was further **RESOLVED** to enquire with the LCPAS what additional benefits they foresaw arising over the next 12 months that might justify expenditure on £100 of membership (which includes the templates) and only to take out membership if there were clear advantages over and above BALC.
- 338/17 **PPP ADVERTISING**  
It was **RESOLVED** to permit the Advertising Manager to present to council on various options to improve the profitability of the magazine.
- 1) It was **RESOLVED** to increase the advertising prices in line with the proposal.
  - 2) It was **RESOLVED** to request the Editor issue improved editorial guidelines to community groups.
  - 3) It was **RESOLVED** to convert some of the free standard advertising into a directory which would occupy less free-of-charge space.
  - 4) It was **RESOLVED** to seek more paid advertisers.
- 339/17 **GRASS AND HEDGE CUTTING**  
It was **RESOLVED** to continue the existing contract with Reg Porter for grass cutting and hedge cutting. It was further **RESOLVED** to accept the quotation for these services in 2018.

#### Financial Matters:

- 340/17 **GRANT/DONATION CONSIDERATIONS**  
It was **RESOLVED** to support the hosting of the Pitstone & Ivinghoe Entertainments Summer Festival 2018 on the land between the Vicarage Road playground and the Cricket Outfield. It was further **RESOLVED** to provide a grant of £468.75 to PIE in support of their hire of land from Pitstone Parish Charity for this event.
- 341/17 **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.
- 342/17 **INTERNAL CONTROLS**  
It was understood that the regular internal controls had been conducted with no amendments requested or issues arising.

#### Other Reports:

- 343/17 **OTHER REPORTS**
- 1) Cllrs Crutchfield and Stack provided feedback from the LAF traffic calming sub group meeting on 31/1/18.
  - 2) It was **RESOLVED** to report a fallen tree across the footpath along Northfield Road to Hertfordshire County Council (subsequent ref 201013453436).
  - 3) The other reports provided within the clerks report were noted.
- 344/17 **THE FOLLOWING REMINDERS WERE NOTED**
- Parish Council meetings: 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: 8/3/18, 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 (deadline 5/4/18), July (deadline 5/7/18) and October.
  - Internal Audit: 14 May 2018 tbc
  - Play around the Parishes Aug 2018, 1 x am session Tues 7 August and 1 x pm session Wed 22 August.
  - LAF meetings: 1/3/18, 20/6/18, 18/9/18
  - Pitch extension at pavilion – start of May
  - PIE Summer Festival – Club night confirmed as 30/6/18, Las Vegas night 29/6/18.
  - Community Transport meeting with BCC 9.30am 28/2/18 – Cllr Nicholls attending
  - SLCC Clerks tour/presentation of Buckinghamshire Local Records Office re how they can support parish councils 12/3/18
  - HMRC Webinar 26/2/18 12-1pm "What is new for 2018" – Clerk registered

345/17 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 29 March 2018. It was noted that the following would appear on the agenda:

- Consider/pay Chairman's expenses
- First prediction of year-end figures
- Clerks annual incremental grade increase 1/4/18
- NB: the following day (30/3/18) is a Bank Holiday and therefore payroll/payments will need to be approved before 3pm on the day of the meeting to ensure transfer to accounts before the end of the financial year

It was noted that due to the closeness of the meeting to the end of the month, and the following day being a bank holiday that the majority of transactions would need to be approved by BACS prior to the meeting. Full list to be circulated to members. Two councillors to approve.

346/17 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the main section of the meeting at 9.40pm.

There then followed an agenda item where, in accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press were excluded due to the confidential/sensitive nature of the business.

347/17 **IMPROVEMENTS TO THE PAVILION BUILDING AND FRONTAGE**

Following consideration of the draft plans it was **RESOLVED** that the sports & leisure committee could share the draft proposals with the user groups and league to check that the plans were fully compliant with the necessary regulations etc. It was further **RESOLVED** that the chairman would liaise with the Chair of the Memorial Hall Charity ahead of the S&L meeting.

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

Date: 29 March 2018