

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 29 March 2018
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 22.07pm

348/17 ATTENDANCE AND APOLOGIES

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

Others present: County Councillor Anne Wight; District Councillors D Town and S Jenkins; plus 5 members of the public (Mr London, Cllr McCarthy from Aldbury Parish Council and Mr Hawkins present from the start, plus Mr & Mrs Clare who joined once the meeting was in progress).

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

349/17 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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. 4 councillors noted interests as tenants of the allotments. Cllr Starling noted an interest as a resident of Vicarage Road. Cllr Saintey noted an interest as a member of the National Trust Estates Committee. No councillors with interests wished to speak on associated matters during the public session.

350/17 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

Cllr R McCarthy from Aldbury parish council advised of a current planning application relating to the installation of lifts and a covered bridge at Tring station to improve access for the disabled.

351/17 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Councillor Anne Wight provided a report on: single unitary council which the Secretary of State commented that he 'was minded' to approve, increase in potholes and damaged road surfaces and the extra £1m of central government funding to improve highways, forthcoming children's centre consultation, freight strategy consultation plus the forthcoming road closure for Cheddington High Street down to Cooks Wharf.
 - a. Cllr Saintey raised questions regarding the A4146 Stoke Hammond By-pass.
 - b. Cllr Starling asked for clarification regarding claiming for damages from the relevant county council – BCC/HCC (Clerk to liaise with Cllr Wight). Cllr Wight also provided information about emergency road repairs.
 - c. Cllr Dr Frearson requested that parish councils were also consulted on the future of the local children's centre.
 - d. Cllr Starling requested clarification of the unitary savings - £45m over 5 years across the whole county.
- 2) District Councillor Sandra Jenkins provided a report on: two unitary council model, Vale of Aylesbury Local Plan and Environment Scrutiny Committee/police budget cuts.
- 3) District Councillor Derek Town provided a report on: two unitary council proposals plus the East/West corridor and associated housing/commerce requirements.

352/17 MINUTES OF THE MEETINGS held on 22/2/18

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 22 February 2018 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

353/17 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 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 can negotiate.
 - 6) First Time Sewerage for end of Cheddington Road – Anglian Water ETA September 2018. Planning application for pumping station progressing through Bucks County Council.
 - 7) 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.
 - 8) 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.
 - 9) 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.
 - 10) 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.
 - 11) Village web site: Cllr Nicholls creating a planning section & reviewing architecture of attachments
 - 12) Primary education provision: no further updates available from BCC
 - 13) Cycle Path along Northfield Road: No update from Hertfordshire County Council.
 - 14) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
 - 15) mVAS: options being investigated by Cllrs Frearson/Starling
 - 16) The Pightle Open Space: Cllr Weber investigating land ownership
 - 17) 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.
 - 18) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls
 - 19) Community Self Help Plan Review – survey hand delivered to business units with response due by end March
 - 20) Land off Westfield Road/'The Mounds': awaiting details from Taylor Wimpey's legal department.
 - 21) Noticeboard renovation – complete
 - 22) Tree works on Recreation Ground – completed 14/3/18
 - 23) Street Lighting Electricity – changes with Opus completed for existing supply
 - 24) Allotments – Licence countersigned by PAA. Transfer of PAA subscription raised for March payment. 1 plot vacant, other tenancies now active.
 - 25) PPP changes: being implemented for the May edition
 - 26) Electrical Safety Inspection of lighting columns: booked for 23/4/18 (2-4 days)

354/17 **CORRESPONDENCE**

It was **RESOLVED** to note the correspondence received during the month.

Committee Matters:

355/17 **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 5/3/18.
- 2) Cllr Crutchfield provided an update from the Planning Committee meeting that had been held earlier on 29/3/18.

356/17 **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 8/3/18.
- 2) It was **RESOLVED** to note the increase in hire charges, agreed with the user groups, relating to the 2018-19 season.
- 3) Cllr Saintey provided an update on Phase I and Phase II of improvements to the sports pavilion.
- 4) It was **RESOLVED** to commission the services of a QS (Goodrich LLP) to estimate the possible costs of construction and noted that council had already obtained permission for release of S106 funds (£500) from AVDC for this work under their last submission.
- 5) It was noted that following receipt of this estimate, council would be asked to consider the scale of any possible S106 application towards costs.
- 6) It was **RESOLVED** to note receipt of an enquiry from a non-related commercial operator and to respond accordingly.

357/17 **STAFFING COMMITTEE – CLLR NICHOLLS, MEMBER OF COMMITTEE**

- 1) It was **RESOLVED** to proceed with advertising the safeguarding officer vacancy once the final few details were confirmed.
- 2) It was **RESOLVED** to accept the contracted annual incremental increase in spinal column point for the parish clerk, from SCP34 to SCP35 (+0.329£/per hour), effective 1/4/18.
- 3) It was noted that the year-end payroll EPS & FPS had been submitted and all P11s checked. P60s/Class 1 NI return to be produced in April.

358/17 **RECREATION GROUND CHARITY COMMITTEE:** Awaiting draft lease from Horwood & James. Carry forward to next meeting.

Matters Raised by the Working Groups:

359/17 **YOUTH CAFE**

- 1) The updates were noted.
- 2) The annual review by Action4Youth had been carried out and positive report received.
- 3) It was **RESOLVED** to re-new the annual membership to Action4Youth at the discounted cost of £80.00.
- 4) The change to staffing position was noted. Further agenda item may follow next month.

360/17 **GDPR**

It was **RESOLVED** to move the May meeting to 24/5/18, with the legislation effective 25/5/18.

Other Matters:

361/17 **DEVOLVED SERVICES**

- 1) It was noted that J Leonard Limited were imposing no price increases this year.
- 2) It was **RESOLVED** to obtain a quote for gutter clearing in Cheddington Road, Vicarage Road and Marsworth Road (itemised individually) and noted that this did not fall within the scope of Devolved Services.
- 3) It was **RESOLVED** to enquire if Bellway could utilise their road sweeper to clear Vicarage Road.

362/17 **BCC LAND BY THE CRESCENT:** waiting for valid legal documents from Harrow Law. Carried forward to next meeting.

363/17 **ANNUAL ASSEMBLY 2018**

- 1) It was **RESOLVED** to accept the Memorial Hall Charity offer to set up/put away and supply/serve refreshments for a cost of £33, as per last year.
- 2) It was **RESOLVED** to book bar services for after the assembly.

364/17 **REVIEW OF MATTERS ARISING ITEMS**

- 1) It was **RESOLVED** to remove the introduction of an Environmental Policy from the Matters Arising list for the time being, but all other items to remain on the list, to be actioned as & when time permits.
- 2) It was **RESOLVED** to place membership of the Memorial Hall Charity onto the May Annual General Meeting agenda.

Cllr R McCarthy of Aldbury Parish Council departed the meeting.

365/17 **STREET LIGHTING**

- 1) It was **RESOLVED** to investigate whether an additional light was desired by the immediate neighbours in Chequers Lane and obtain recommendations from the supplier for consideration.
- 2) It was **RESOLVED** to purchase copies of deeds relating to Cheyne's Close to investigate responsibility for street lighting.
- 3) Following comparison of the market, it was **RESOLVED** to switch street light energy supplier to Eon, on a 36m contract for £11,307 and further **RESOLVED** to enter into the associated direct debit agreement.

366/17 **INTERNAL AUDIT**

It was **RESOLVED** to accept the full scope of work outlined in the letter of engagement from IAC.

367/17 **PUBLIC TRANSPORT INFRASTRUCTURE IMPROVEMENTS**

- 1) BCC had received £22,739 from the Bellway development on Vicarage Road for RTI panels at the two bus stops by the Recreation Ground and they proposed to install 2 x mains powered units with supply coming from their nearby lamp columns. It was **RESOLVED** to approve this proposal.
- 2) BCC had received £40,989.40 from the Croudace development on Rushendon Furlong for 2 x RTI panels and 2 x bus shelters. BCC proposed:
 - a. Stop adjacent to Rushendon Furlong – solar powered RTPI panel and potentially (BCC will need to consult with resident) a cantilever shelter with no ends (to allow space for repairs). It was **RESOLVED** to approve this proposal.
 - b. Moving the bus stop by the Haldi to outside Bell Field, almost opposite the Rushendon Furlong junction, with hard standing, shelter and solar RTPI. It was **RESOLVED** to advise AVDC that council would prefer the stop to remain in the current location as it is utilised by residents of Orchard Way and Ivinghoe who may find it more difficult to access a revised pick up by Rushendon Furlong. The relocation would also leave a small gap between stops to the next pick up by Masons. Perhaps the shelter could be set back slightly by the Haldi.

368/17 **COMMUNITY TRANSPORT/BUS**

BCC in receipt of £10k from the Croudace development in Rushendon Furlong towards such a scheme. The updates following the meeting with BCC were noted. Initial meeting for potential stakeholders and residents arranged for 19/4/18 7.30pm Millennium Room. All welcome.

County and District Councillors departed.

369/17 **COMMUNITY CAR SCHEME**

- 1) It was **RESOLVED** to commission a half day training program for volunteers via Community Impact Bucks (£290 for up to 15 members)
- 2) It was **RESOLVED** to commission Community Impact Bucks to undertake DBS checks for all volunteers (£15 per application)
- 3) The updates re drivers, co-ordinator and committee were noted.

370/17 **BUCKINGHAMSHIRE MINERALS AND WASTE LOCAL PLAN PROPOSED SUBMISSION CONSULTATION**

It was **RESOLVED** that no response was necessary.

371/17 **BUCKS COUNTY COUNCIL FREIGHT STRATEGY CONSULTATION**

- 1) It was **RESOLVED** to request a copy of the Brownlow Bridge B488 traffic count information from Ivinghoe Parish Council.
- 2) It was **RESOLVED** to respond to the consultation and state that the current model was not strong enough and that Bucks needs weight limits imposed in line with our neighbouring counties, as these will also be identified by satnav and would be more enforceable, would reach all freight movers and have longevity/continuity for the duration of the plan.

- 372/17 **FOOTPATHS**
- 1) As rights of way had made it clear that footpaths were the landowners responsibility it was **RESOLVED** to take no further action re footpath 2 stile at present, but that PPC would support conversion to a gate if this was fundraised by Brookmead/residents as a walk-to-school issue.
 - 2) It was **RESOLVED** to advise Rights of Way of the problems relating to the footpath to the canal from Cheddington Road caused by the telegraph pole works (subsequent ref number: 1975277).
- 373/17 **PITSTONE PARISH POST**
- 1) It was **RESOLVED** to approve the next council submission for PPP magazine.
 - 2) It was **RESOLVED** to approve the proposed editorial guidelines and changes.
- 374/17 **DOG WASTE COLLECTION SERVICES**
- 1) Following comparison of the market, it was **RESOLVED** to renew the dog waste collection contract with AVDC for 2018-19, for 78 empties per year (twice a week in summer and every Friday in winter) at a cost of £88.58 per bin.
 - 2) It was **RESOLVED** that no further bins were required at the present point in time.
- 375/17 **MODERNISING LOCAL GOVERNMENT**
- It was **RESOLVED** to submit a further response to the Secretary of State in favour of the two-council model since the two halves of the county are very different in terms of demographic, geography and issues so the two-council model would provide greater local knowledge and control, and more accessible services.
- 376/17 **HARDWARE AND SOFTWARE**
- 1) It was **RESOLVED** to subscribe to Office 365 for business at a cost of approx. £94.80 + VAT per annum.
 - 2) It was **RESOLVED** to subscribe to 1Password for secure retention of passwords/information at a cost of approx. £2.16 per month, billed annually.
 - 3) It was **RESOLVED** to purchase 5 x replacement SanDisk 64Gb memory sticks for daily back-ups at a cost of £140.50, to be encrypted as per existing.
- 377/17 **PATH TO MARSWORTH**
- 1) It was noted that work had been delayed by adverse weather but was progressing well. Path should be fully open in early April. New Homes Bonus (NHB) grant received. Invoice paid via BACS.
 - 2) It was noted that BCC was in the process of identifying suitable locations for NHB plaques at either end of path.
 - 3) It was **RESOLVED** to investigate an official opening celebration with a walk from Pitstone to Marsworth and refreshments.
- 378/17 **QUARRY ONE LOCAL WILDLIFE SITE SIGNAGE**
- It was **RESOLVED** that the parish council was supportive of signage to enhance knowledge around the benefits of this designated Local Wildlife Site as some people still just think of the area as waste land. It was further **RESOLVED** that Cllr Arney and the Clerk would produce draft artwork for consideration.
- 379/17 **SILENT SOLDIER**
- It was **RESOLVED** that the council would defer consideration to the local branch of the British Legion and would be amenable to supporting a grant request from the Legion for soldiers in the parish of Pitstone.
- 380/17 **REPORT FROM THE MONITORING OFFICER**
- 1) The report from the monitoring officer, along with the suggested actions arising, was noted.
 - 2) Cllr Starling made a statement and resigned with immediate effect from the parish council.

Mr Starling, plus Mr & Mrs Clare departed the meeting.

- 381/17 **VACANCY FOR PARISH COUNCILLOR**
- 1) It was **RESOLVED** to accept the resignations from Cllr Stack and Cllr Starling and commence procedures to co-opt/elect members to fulfil the remaining term of office (to May 2019).
 - 2) Cllr Stack was thanked for her ten years of service to the parish council.
 - 3) All roles/positions are reviewed each May at the Annual General Meeting, but it was **RESOLVED** to temporarily re-assign the following offices previously held by Cllr Stack:

- a. It was **RESOLVED** that the Recreation Ground Charity would temporarily be managed by full council rather than a committee.
 - b. It was **RESOLVED** that Cllr Dr Frearson would replace Cllr Stack on the Local Area Forum/sub-groups.
 - c. It was **RESOLVED** that Cllr Arney would temporarily represent the council on the Pitstone Church Committee.
 - d. It was **RESOLVED** that Cllrs Arney and Saintey would continue to look after Pitstone Hill and Trees.
- 4) It was noted that no further positions needed to be temporarily re-assigned in relation to Cllr Starling's departure as the Planning Committee would remain quorate.

Financial Matters:

- 382/17 **DRAFT YEAR-END POSITION AND BUDGET MONITOR**
The approximate year-end position (pre-bank reconciliation/interest etc) was noted along with the budget monitor.
- 383/17 **CHAIRMAN'S EXPENSES**
It was noted that neither Cllr Saintey, nor Cllr Nicholls, both of whom had acted as Chair during the financial year, wished to submit any expenses for reclamation.
- 384/17 **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 had authorised the transactions for BACS transfer (given the time of the month & the bank holiday) and two councillors initialled the corresponding paperwork. The chairman was duly authorised to sign the monthly summaries.
- 385/17 **INTERNAL CONTROLS**
It was understood that the regular internal controls had been conducted with no amendments requested or issues arising.

Other Reports:

- 386/17 **OTHER REPORTS**
- 1) Cllr Saintey provided feedback from the Local Area Forum on 19/3/18 and the Traffic Calming Sub-Group on 28/3/18.
 - 2) Cllr Saintey provided feedback from the AVALC meeting on 14/3/18.
 - 3) The other reports were noted.
- 387/17 **THE FOLLOWING REMINDERS WERE NOTED**
- Parish Council meetings: 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: 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 (deadline 5/7/18) and October.
 - Internal Audit: 18/5/2018
 - Play around the Parishes Aug 2018, 1 x am session Tues 7 August and 1 x pm session Wed 22 August.
 - LAF meetings: 9/7/18, 18/9/18
 - PIE Summer Festival – Club night confirmed as 30/6/18, Las Vegas night 29/6/18, WI/Choral event 1/7/18, P&I JFC football match screening 28/6/18.
 - Parish Council Election 2 May 2019. First parish council meeting must take place within 21 days.
 - Playground annual inspections booked for 19/4/18
 - Community Bus exploratory meeting 19/4/18 7.30-9.00pm
 - Year 6 youth café meeting 9am 19/4/18
 - Community Car meeting with volunteers 7.30pm 3/5/18
 - GDPR comes into force 25/5/18

388/17 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 26 April 2018. It was noted that the following would appear on the agenda:

- Year End reconciliations of S106 account and reserve account, and associated bank transfers
- Draft Year-end figures
- Draft Annual Report for council.
- Draft Annual Return, Year End Accounts and Year End Report
- Draft Trustees Annual Report and Accounts, plus Annual Returns, for Pitstone Parish Charity and Pitstone Recreation Ground Charity
- Review content of Guide to Information Available on web (quarterly)
- Quarterly VAT return
- End-of-year returns for National Insurance plus issue of P60s
- Quarterly grant consideration
- NAG (TVP just submitting written update for consideration)
- Annual check of all electronic banking payment details held for suppliers etc.
- Review all youth café policies and risk assessments
- Annual Appraisal for Clerk
- 6/4/18 new pension minimum contribution rates applied
- Renewal of SLCC, CIB Community Buildings and BALC/NALC memberships

389/17 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 22.07pm.

Signed: _____
Chairman

Date: 26 April 2018