

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 26 April 2018  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 21.22pm

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## 1/18 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chair), Cllr Blunt, Cllr Mrs Arney, Cllr Dr Frearson, Cllr Mrs Crutchfield plus the clerk: Mrs Eagling.

Others present: County Councillor Anne Wight; District Councillors D Town and S Jenkins; plus 4 members of the public (Cllr McCarthy from Aldbury Parish Council, Mr W Hawkins, Mr J Hawkins plus resident re planning application for Williamson Way).

Apologies: It was **RESOLVED** to accept apologies from Cllrs Saintey and Matthey.

Absent: Cllr Weber

## 2/18 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. Cllr Blunt declared an interest as a Governor of Brookmead School. No councillors with interests wished to speak on associated matters during the public session.

## 3/18 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery.

## 4/18 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS AND THAMES VALLEY POLICY

- 1) County Councillor Anne Wight provided a report on: single unitary council, further funding released for potholes, freight strategy, High Street Cheddington road closure and Maternal Mental Health Awareness Week.
- 2) District Councillor Derek Town provided a report on the new Thriving Communities Fund with grants streams for funding of up to £300, £1000 or £10,000. This is an additional funding stream and does not replace New Homes Bonus.
- 3) District Councillor Sandra Jenkins provided an update on the Health Watch public meeting taking place in Pitstone Memorial Hall on 9/5/18. Cllr Crutchfield advised that she would be attending.
- 4) Thames Valley Policy were not in attendance and had not supported a report.

## 5/18 MINUTES OF THE MEETINGS held on 29/3/18

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 29 March 2018 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

## 6/18 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 UK Power should connect the outstanding street lights along Westfield Road during April and TW will then be able 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.
- 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) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
  - 14) mVAS: options being investigated by Cllr Frearson
  - 15) Memorial Hall Charity membership: to be placed on May agenda
  - 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) Land off Westfield Road/'The Mounds': awaiting details from Taylor Wimpey's legal department.
  - 20) Allotments –1 plot vacant.
  - 21) Electrical Safety Inspection of lighting columns: reports pending.
  - 22) Community Bus/Dial-a-ride: meeting re-arranged for 10/5/18
  - 23) Quarry signage: ongoing
  - 24) Lease of land to Memorial Hall Charity: pending receipt of draft lease from Horwood & James
  - 25) Safeguarding Officer Recruitment: ongoing

#### 7/18 **CORRESPONDENCE**

It was **RESOLVED** to note the correspondence received during the month.  
 It was **RESOLVED** to respond to Cllr Poll and grant permission for the councillor's email addresses to be provided re the email poll on unitary. This information is already within the public domain.

#### **Committee Matters:**

#### 8/18 **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 29/3/18.
- 2) Applications:
  - a. **Duncombe Farm Cottage, Stocks Road, 18/01285/ACL**, application for a lawful development certificate for existing use – Agricultural Occupancy Condition has been in breach for a continuous period of 10 years – current tenants of the property are not employed within agriculture. The council received no objections relating to this application. Following consideration, it was **RESOLVED** that this was outside the expertise of the parish council and to submit no comments/objections but defer the matter back to AVDC for consideration.
  - b. **16 Williamson Way, 18/01283/APP**, erection of conservatory to rear. The council received no objections relating to this application. Following consideration, it was **RESOLVED** to advise AVDC that the parish council had no objections to this application.

- 3) The following applications were noted as being outstanding with AVDC: the Pitstone Development Area residential application and 7 Church Road.
- 4) The following application was noted as being outstanding with BCC: Anglian Water pumping station.

9/18      **SPORTS AND LEISURE COMMITTEE:**  
It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 12/4/18.

**Matters Raised by the Working Groups:**

10/18      **YOUTH CAFÉ:** the updates were noted. Year 6 sessions were proving popular this year.

11/18      **GDPR (comes into force 25/5/18)**

- 1) It was noted that numerous resolutions would appear on the May agenda. The working party will provide an update during the month.
- 2) It was **RESOLVED** to purchase an external hard drive for secure archiving of electronic documentation and emails, approximate cost £71.
- 3) It was **RESOLVED** to procure one-off secure shredding of the bulk of papers containing personal/confidential information from the data audit. Members of the council were encouraged to supply any hard copy printed materials they were holding but no longer required to the clerk by Monday 14/5/18.

**Other Matters:**

12/18      **BCC LAND BY THE CRESCENT**

- 1) It was **RESOLVED** to approve the draft documents and request the engrossed versions be issued for signature. Council to convene a meeting to resolve signature.
- 2) It was therefore **RESOLVED** to meet the associated purchase price (to be funded from Section 106 monies held by AVDC, grant already approved) and provide this to Horwood & James ahead of the transfer.

13/18      **MARSWORTH/PITSTONE PATH**

- 1) The details for the official walk on Saturday 12 May were confirmed. Clerk to issue publicity and invitations. It was **RESOLVED** that the pavilion facilities would not be required.
- 2) Council welcomed the footpath and it was already being well used by the public. Some concern was expressed about the loose top dressing of the plainings section and it was **RESOLVED** to enquire with BCC if this needed to be re-rolled.
- 3) Ongoing care of the footpath will fall within the responsibility of Bucks County Council.

14/18      **DEVOLVED SERVICES**

It was noted that VAHT were addressing the issue in Yardley Avenue and to keep abreast of the situation.

Cllrs Wight, Jenkins and Town departed the meeting.

15/18      **ANNUAL ASSEMBLY 2018**

The topics for inclusion within the Chairman's report were agreed. It was **RESOLVED** to ask Cllr Saintey to provide a brief presentation on the improvements at the sports pavilion site.

16/18      **COMMUNITY SELF-HELP/EMERGENCY PLAN**

It was **RESOLVED** to adopt the updated/amended document and the Chairman was duly authorised to sign on behalf of the parish council.

Cllr R McCarthy of Aldbury Parish Council departed the meeting.

17/18      **ANNUAL MEMBERSHIP RENEWALS**

- 1) It was **RESOLVED** to renew the annual membership to BMKALC/NALC/LCR (£466.20)
- 2) It was **RESOLVED** to renew the clerk's annual membership to SLCC (£185)
- 3) It was **RESOLVED** to renew the annual membership to Community Impact Bucks Community Buildings (£55)

18/18      **STREET LIGHTING**

- 1) The quotation for an additional street light in Chequers Lane of £5,706 was noted. It was **RESOLVED** to write to the properties in the immediate vicinity and canvas opinion.

- 2) It was **RESOLVED** to accept the quotation of £2,581.66 + VAT to roll LED street lighting out to The Green and Chequers Lane.
- 3) It was **RESOLVED** to write to the residents of Cheynes Close to confirm the parish council's intention to adopt the street lighting and accept ongoing care unless they had any information to the contrary.

19/18 **ROADSIDE GUTTER CLEARANCE**

- 1) It was **RESOLVED** to accept the quotation to clear the roadside gutters of weeds along Marsworth Road and the roundabout (£200 + disposal of waste)
- 2) It was **RESOLVED** to accept the quotation to clear the roadside gutters of weeds on Cheddington Road from the roundabout to Chequers Close only (<£300 + disposal of waste)
- 3) It was **RESOLVED** to monitor Vicarage Road, as Bellway were now assisting with road sweeping.
- 4) It was noted that these works did not fall within Devolved Services but as BCC had confirmed that they would not be undertaking the work, that the parish council could procure under the General Power of Competence.

20/18 **PUBLIC TRANSPORT INFRASTRUCTURE IMPROVEMENTS**

- 1) It was **RESOLVED** to advise Bucks County Council that the parish council was supportive of their proposals for two bus shelters near the end of Rushendon Furlong, two real-time solar-powered information panels at the end of Rushendon Furlong and two mains powered real-time information panels by the Recreation Ground.
- 2) It was **RESOLVED** to write to the residents that may benefit/be affected by the Rushendon Furlong proposals and provide any feedback to Bucks County Council.

21/18 **COMMUNITY CAR SCHEME**

Meeting arranged with the volunteers for 3/5/18, all welcome. Volunteer Co-ordinated still urgently required, please ask anyone suitable to get in touch with the parish clerk.

22/18 **DAFFODILS**

- 1) It was **RESOLVED** to purchase some additional daffodil bulbs for the Marsworth Road verge, and around the crab apple on the Local Green Space by The Crescent, for planting in the autumn.
- 2) It was **RESOLVED** to try and organise a volunteer team of planters closer to the appropriate time.

23/18 **CYCLE PATH ALONG NORTHFIELD ROAD**

It was **RESOLVED** that the parish council would be happy to meet with Herts County Council to discuss revised options.

24/18 **VACANCIES FOR THE OFFICE OF PARISH COUNCILLOR UNTIL MAY 2019**

AVDC to formally confirm on 27/4/18 if an election has been requested by residents. Presuming no election is called, the parish council should fill the positions via co-option and interviews will be arranged ahead of the 24/5/18 meeting. Interested parties are invited to contact the parish clerk.

**Financial Matters:**

25/18 **QUARTERLY GRANT CONSIDERATIONS**

- 1) It was **RESOLVED** to endorse the grant application being submitted by the Ivinghoe & Pitstone United Cricket Club to the AVDC New Homes Bonus micro-grant scheme, and the chairman was duly authorised to sign on behalf of the council.
- 2) It was **RESOLVED** to endorse the grant application being submitted by the 1<sup>st</sup> Ivinghoe & Pitstone Scouts to the AVDC New Homes Bonus micro-grant scheme, and the chairman was duly authorised to sign on behalf of the council.

26/18 **QUARTERLY VAT RETURN**

It was noted that the quarterly VAT return had been submitted. HMRC to refund £44k to PPC, a much larger figure than usual due to the path, fence & ball stop netting installations. HMRC have been contacted by telephone and email to explain the increase to avoid any delays in repayment.

27/18 **DRAFT YEAR-END POSITION**

Receipt of various draft year-end documents was noted by council. Will be subject to internal audit on 18/5/18.

28/18 **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 authorised the transactions for BACS transfer and initialled the corresponding paperwork. The chairman was duly authorised to sign the monthly summaries.

The debtor, The Blindman, was discussed and it was **RESOLVED** to continue to seek payment for the outstanding amount and to suspend all future advertising.

29/18 **INTERNAL CONTROLS**

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

30/18 **CHECK OF SUPPLIER BACS DETAILS**

It was noted that all invoices require supplier BACS details confirmed before payment is raised, therefore checks are now carried out monthly rather than annually.

**Other Reports:**

31/18 **OTHER REPORTS**

- 1) Cllr Saintey had circulated feedback from the BCC unitary briefing meeting on 16/4/18
- 2) It was noted that the orchids along Westfield Road were more sparsely evident this year and therefore it was **RESOLVED** not to ask Taylor Wimpey to consider suspending any grass cutting.
- 3) It was noted that it was a particularly good year for cowslips and **RESOLVED** to ask the contractor to avoid those growing on the Local Green Space by The Crescent.

The resident of Williamson Way departed the meeting.

- 4) Complaints regarding the volume of advertising hoardings that had appeared by the Westfield Road roundabout were made. It was noted that these would not comply with Devolved Service stipulations and therefore **RESOLVED** to instruct our contractor to remove the signs. Signs to be stored for a period of 1 month in case any of the bodies wishes to reclaim their signage.
- 5) Flooding at Cooks Wharf & debris by roundabout had been reported to Transport for Bucks (TfB71873183) and since rectified.
- 6) Siding out of cycle path on Westfield Road reported to Taylor Wimpey and AVDC.
- 7) Bulk delivery of horse manure to Westfield Road cleared by staff
- 8) Fly tipping in Castle Close reported to Taylor Wimpey
- 9) Vicarage Road layby issues and Marsworth Road potholes/sleeping policeman damage reported to TfB (71444591)
- 10) Several street light issues had been reported to L&T Illuminations for remedial work.
- 11) Broken signage had been reported to Croudace and rectified.
- 12) Staffing Committee – no meeting held this month.
- 13) Pitstone Parish Charity & Pitstone Recreation Ground Charity - no meeting held this month.
- 14) Pitstone Development Area Working Party – no outstanding actions at present.

32/18 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 24/5/18, 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: 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: 18/5/18
- Play around the Parishes Aug 2018, 1 x am session Tues 7 August and 1 x pm session Wed 22 August.
- LAF meetings: 20/6/18, 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.
- Election 2 May 2019. First parish council meeting must take place within 21 days.
- Playground annual inspections booked for 19/4/18, report to be considered by s&l
- Community Bus exploratory meeting 10/5/18 7.30-9.00pm
- Community Car meeting with volunteers 7.30pm 3/5/18
- GDPR comes into force 25/5/18
- Play space planning expires April 2019

33/18 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be the Annual General Meeting held on Thursday 24 May 2018. It was noted that the following would appear on the agenda:

- Review all youth café policies and risk assessments
- Review youth café staffing
- Appointment of new Chairman/Vice Chairman & Committee Members
- Re-approval of dd's/standing order payments and all those which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation
- Annual review of bank mandates & banking arrangements
- Annual Review Financial Regs
- Re-confirm eligibility for General Power of Competence
- Annual review of Risk Assessment
- Re-confirm electronic receipt of council information
- Annual review of Standing Orders
- Any actions arising from Annual Assembly
- Any actions arising from Internal Audit
- Approval of all year-end accounting statements and associated papers
- GDPR actions and policies
- Quarterly review of information on the web site

34/18 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 21.22pm.

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

Chairman

Date: 24 May 2018