

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 28 June 2018
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 21.20pm

73/18 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Dr Frearson, Cllr Mrs Crutchfield, Cllr Weber, Cllr Mitra, Cllr Hawkins, Cllr Blunt plus the clerk: Mrs Eagling.

Others present: County Councillor Anne Wight; plus 3 members of the public (Cllr McCarthy from Aldbury Parish Council, Mr W Hawkins, Mr M London).

Apologies: It was **RESOLVED** to accept apologies from Cllr Arney (unwell), Cllr Matthey (work commitment) plus District Councillors Derek Town and Sandra Jenkins (at AVDC extraordinary meeting).

74/18 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. Cllrs Frearson, Crutchfield and Saintey all declared interests in the allotments. Cllr Saintey declared an interest as a member of the National Trust Estates Committee. Cllr Blunt declared an interest as Chair of Governors at Brookmead School. Cllr Frearson declared an interest as a member of the Scouts committee. No councillors with an interest wished to speak on associated matters during the public session.

75/18 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

A complaint was received in relation to the devolved service grass cutting along Vicarage Road (insufficient cut on the field side, grass cuttings left on path on the property side). It was **RESOLVED** to speak to the contractor.

76/18 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) It was noted that both District Councillors had been called to an extraordinary meeting of AVDC. Notification had been issued by AVDC that the leader had resigned.
- 2) County Councillor Anne Wight provided a report on: the Brownlow Bridge closure, forthcoming roadworks, the rural bus survey, the London Luton Airport consultation and the forthcoming BCC hub consultation.
- 3) District Councillor Derek Town's request for council to consider lobbying BCC, Police Commissioner and MP to invoke Part 6 of the Traffic Management Act 2004 to prohibit pavement parking was discussed. Whilst potential benefits to some areas were recognised, it was also recognised that in some residential roads (such as Yardley Avenue) this would add to the existing parking problems. There was a lack of clarity around how such a policy would be implemented (e.g. would dedicated parking bays be provided) and how it may be enforced. It was **RESOLVED** to invite Cllr Town to attend a site meeting with Cllrs in Yardley Avenue to explain the difficulties in-situ and the unfruitful previous attempts by the residents to seek a resolution.

77/18 MINUTES OF THE MEETINGS held on 24/5/18

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 24 May 2018 were true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

78/18 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 i.e. November 2018. TW advised that UK Power roadworks have been put back to w/c 11/6/18 and TW hope to re-commence S38 works the following week. Not undertaken.
- 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 and confirm the land transfer
- 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) 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.
- 7) 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.
- 8) 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.
- 9) Pending path & highway remedial works – Paths: Vicarage Road path proposed to be widened and relayed by Vicarage Road development. BCC advised that they are still working with Bellway on proposals, but the delay has been at the BCC end due to capacity issues. BCC anticipate that the works will be undertaken during the school summer holidays.
- 10) Village web site: Cllr Nicholls creating a planning section & reviewing architecture of attachments
- 11) Primary education provision: no further updates available from BCC
- 12) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 13) The Pightle Open Space: Cllr Weber investigating land ownership
- 14) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls
- 15) Land off Westfield Road/The Mounds: awaiting details from Taylor Wimpey's legal department.
- 16) Quarry signage: initial work being undertaken by Cllr Arney
- 17) Audit for Financial Year ending 31-3-18: information published regarding exercise of public rights on website, Facebook, twitter and noticeboards. Accounts submitted to PKF Littlejohn for external audit.
- 18) First Time Sewerage for Cheddington Road: Anglian Water holding 1-2-1 meetings with residents in July. ETA for works = Sept.

79/18

CORRESPONDENCE

The long list of correspondence received during the month was noted. Two items were discussed in more detail:

- 1) BCC Devolved Service Offer 2019-2022. Response required by November. Questions submitted and will appear on future agenda.
- 2) LLAL non-statutory consultation on Luton airport expansion and event dates. Open until 31/8/18. Cllrs to attend events. Item to appear on July agenda.

Committee Matters:

80/18

PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

- 1) Applications:
 - a. **6 Campbell Lane, 18/01979/APP**, conversion of garage. Neighbours had made the parish council aware of a covenant on the property prohibiting conversion to accommodation. Land Registry confirmed that covenants existed. Following consideration of the application it was **RESOLVED** to advise AVDC that the parish council wished to defer consideration back to AVDC in light of the covenants (it was recognised that this may be a civil matter).
- 2) Decisions: **16 Williamson Way, 18/01283/APP**, had been approved by AVDC.
- 3) Ivinghoe Neighbourhood Development Plan Consultation: It was **RESOLVED** that the parish council did not need to submit any comments on the consultation.
- 4) Outstanding Applications: The following applications were noted as being outstanding with AVDC: the Pitstone Development Area residential application, 7 Church Road, Duncombe Farm Cottage on Stocks Road, 13 Glebe Close and Barley End on Stocks Road.

- 5) The Future of Neighbourhood Planning in AVDC: Cllrs Saintey & Crutchfield provided feedback from this Oneillhomer event held on 18/6/18. A copy of the presentation materials and feedback had also been circulated to all members.

81/18 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 14/6/18.
- 2) Allotments:
 - a. Following consideration of the quotations it was **RESOLVED** to commission the tree risk assessment of the allotment site from Patrick Stileman at a cost of £380 + VAT. It was further **RESOLVED** not to commission a special risk assessment for the new tree at Hever Close, but to include this within the next full risk assessment in 2 years when the tree had grown a little.
 - b. It was **RESOLVED** to approve the installation of the additional noticeboard which would not be visible to members of the public so no application to National Trust was required.
 - c. It was **RESOLVED** to approve the PAA request to move the allotment tenancy renewal date to October. 18months renewal would be offered this March, and then going forwards 12 months renewal would be offered each October.
 - d. It was noted that PAA had held their AGM the previous week and that the 6-monthly risk assessment had been submitted to the parish council.
- 3) Local Green Space between Marsworth Road and The Crescent
It was **RESOLVED** to delegate day-to-day responsibility for this public open space to the Sports & Leisure Committee who already oversee all other parish open space. Strategic issues to be referred to full council.
- 4) Pavilion Planning
 - a. It was **RESOLVED** to request a pre-application face-to-face meeting with AVDC and the cost of £578 was approved.
 - b. It was **RESOLVED** to meet the cost of the subsequent full planning application, which would be £693 (including the 50% discount for parish councils).
 - c. It was noted that the current S106 grant from AVDC would cover this cost.
- 5) Playground Gates
The issues with the joint maintenance/pedestrian access gates at Windsor Road and Hever Close were discussed. It was **RESOLVED** to commission the installation of additional pedestrian gates at both sites and retain the existing gates for just maintenance. It was **RESOLVED** to meet the associated costs (approx. £770 purchase cost per gate + £520 per site installation) and noted that this could be funded from existing S106 maintenance funds already held.

82/18 **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF THE COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the staffing committee held on 25/6/18.
- 2) It was **RESOLVED** to ratify the recommendation not to recruit a Safeguarding Officer nor Data Protection Officer at the present point in time.
- 3) It was **RESOLVED** to explore IT safeguarding options and to continue to seek internal safeguarding support.

83/18 **PITSTONE PARISH CHARITY AND PITSTONE RECREATION GROUND CHARITY COMMITTEES – DAVE NICHOLLS, CHAIR OF THE MEETINGS**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Pitstone Parish Charity meeting and the Pitstone Recreation Ground Charity meeting, both of which were held on 25/6/18.
- 2) No matters had been referred to the parish council as local authority.

Matters Raised by the Working Groups:

County Councillor Anne Wight departed the meeting.

84/18 **YOUTH CAFÉ**

- 1) It was noted that Cllr Mitra had been unable to attend the BCC Safeguarding Young People event on 21/6/18. Clerk to request a copy of the presentation materials.
- 2) It was noted that a contract review meeting with the youth café manager had been arranged for 12/7/18. No changes were proposed by council.
- 3) It was **RESOLVED** to retrospectively approve attendance for Cllr Mitra on First Aid training organised by Action4Youth (cost £50) which had taken place this week.

- 85/18 **GDPR (in force)**
 1) Consideration and approval of the template policies to be carried forward to the next meeting.
 2) It was noted that training for all councillors had been booked with BALC on 19/9/18.
- 86/18 **HIGHWAYS AND PATHS**
 1) Pitstone & Ivinghoe Safety Scheme: The BCC Project Initiation Document had been provided too late for consideration at the meeting. Funding to be discussed at forthcoming LAF. Pitstone to Liaise with Ivinghoe. Full consideration to appear on next agenda.
 2) Footpath to Marsworth: BCC advised that the Stage 3 Road Safety Audit report would not be available until the end of August.
 3) Cycle-path to Tring: It was noted that a meeting was being organised with Hertfordshire County Council on 20/7/18.
 4) mVAS report from Cheddington Road: receipt noted
- 87/18 **PITSTONE DEVELOPMENT AREA**: no meetings held during the month and no report provided
- 88/17 **COMMUNITY TRANSPORT**
 1) Community Impact Bucks submitted a copy of the draft questionnaire they were currently working on with an attendee of the initiation meeting. All councillors to provide feedback to the clerk.
 2) It was **RESOLVED** to expand the remit and membership of this working party to include all matters relating to community or public transport.
- Other Matters:**
- 89/18 **DEVOLVED SERVICES**
 It was noted that no matters had arisen for consideration this month. The above-mentioned offer from BCC for the forthcoming devolved service period to be considered at the next meeting.
- 90/18 **STREET LIGHTING**
 1) It was **RESOLVED** to commission the repairs arising from the recent Electrical Safety Inspections from Lamps & Tubes Illuminations at a cost of £750.
 2) It was noted that a limited number of further works would need to be commissioned from UK Power Networks – waiting for quote.
- 91/18 **PUBLIC TRANSPORT**
 1) Infrastructure Improvements: it was noted that a site visit re Rushendon Furlong impact had been arranged for 4/7/18.
 2) Investigating possible bus to Tring Station: the communication from Marsworth Parish Council was noted and it was **RESOLVED** to approach BCC/Commercial Operators/Beds dial-a-ride to see if they would engage with the parishes regarding a potential commercial service.
 3) BCC Supported Rural Bus Service Review Survey: It was noted that this includes the 164 Redline service between Aylesbury and Cheddington and the 167 Red Kite service to Leighton Buzzard (Tuesdays only) which pass through Pitstone. The parish council had advertised on notice-boards, website, Facebook and Twitter. Comments to be submitted by 20/7/18. It was **RESOLVED** to submit comments on behalf of the parish council, to be drafted by Cllr Arney as public transport representative.
- 92/18 **COMMUNITY CAR SCHEME**: Volunteer drivers, co-ordinator and committee still required. Work continues.
- 93/18 **PPP SUBMISSION**: The council submission for the July edition was approved.
 Aldbury Councillor Robin McCarthy departed the meeting.
- 94/18 **POLICY REVIEW**
 1) It was **RESOLVED** to approve the annual review of the Equal Opportunities Policy and the Chair was duly authorised to sign on behalf of the council.
 2) Following consultation with the operative, it was **RESOLVED** to approve the annual review of the mVAS Policy, Operations Manual and Risk Assessment and the Chair was duly authorised to sign on behalf of the council.
- 95/18 **ANNUAL REGISTRATION WITH ICO**: It was **RESOLVED** to renew data protection registration with the ICO under Data Protection (Charges and Information) Regulations 2018 and to enter into a direct debit to secure the £5 per annum discount. Two councillors were

granted permission to sign the direct debit on behalf of the council.

- 96/18 **AVDC COMMUNITY GOVERNANCE REVIEW**
- 1) It was **RESOLVED** to apply for an increase in member numbers from 10 to 11 to reflect rising electoral numbers.
 - 2) It was **RESOLVED** not to apply for any boundary changes.
- 97/18 **VACANCY IN THE OFFICE OF PARISH COUNCILLOR**
- 1) It was **RESOLVED** to accept the resignation of Cllr Matthey and council wished to express thanks for the many years of voluntary service. AVDC to be notified and the required procedures commenced.
 - 2) It was noted that the Register of Pecuniary Interests had been received from Cllrs Mitra and Hawkins and uploaded to the AVDC and PPC websites.
 - 3) It was **RESOLVED** to approve attendance on the BALC Councillor Induction training for Cllrs Mitra and Hawkins (cost £38.32 per person).

Financial Matters:

- 98/18 **CHANGE OF BANK MANDATE:**
- 1) Signatories: It was **RESOLVED** that Cllrs Nicholls, Blunt, Weber, Mitra, Frearson and Hawkins would act as signatories for the parish council, and the change to mandate to be submitted to Unity Bank.
 - 2) Terms & Conditions and Unity Resolutions: The terms and conditions and required resolutions from Unity Bank were noted and approved.
 - 3) Recreation Ground Charity account: It had been resolved at the previous Recreation Ground Charity meeting that the signatories for that account should reflect the main parish council account. It was **RESOLVED** to ratify this decision, and that the mandate should be submitted to Unity reflecting the same signatories as those identified in 98/18.1 above.
- 99/18 **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 and transfers 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.
- 100/18 **INTERNAL CONTROLS**
- The regular internal controls had been conducted with no amendments requested or issues arising.

Other Reports:

- 101/18 **OTHER REPORTS**
- 1) Cllr Mitra provided feedback from the BCC TfB Digital Drop-In Session on 15/6/18.
 - 2) The other reports were noted.
 - 3) Following debate, it was **RESOLVED** not to move the July and August meeting dates and to remain as below.
- 102/18 **THE FOLLOWING REMINDERS WERE NOTED**
- Parish Council meetings: 19/7/18, 6/9/18, 27/9/18, 25/10/18, 29/11/18 and 3/1/19.
 - Sports and Leisure Committee meetings: 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.
 - Play around the Parishes Aug 2018, 1 x am session Tues 7 August (Cllr Saintey attending) and 1 x pm session Wed 22 August (Clerk attending)
 - LAF meetings: 9/7/18, 18/9/18
 - PIE Summer Festival – Club night confirmed as 30/6/18, cinema 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.
 - Play space planning expires April 2019
 - TfB Conference 4/7/18 (no cost associated) – Cllr Mitra attending
 - Site meeting with BCC re public transport infrastructure on 4/7/18
 - BALC Councillor Induction Training – Cllr Mitra 12/7/18, Cllr Hawkins 4/10/18
 - BALC GDPR training for all councillors – 6.30-8.30pm 19/9/18 Pitstone Heritage Park Museum
 - Action4Youth First Aid training, 24/6, 29/9 or 24/11/18, Cllr Mitra

103/18 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be 19/7/18. It was noted that the following would appear on the agenda:

- Review content of Guide to Information Available on web (quarterly)
- Annual review of Pavilion Fire Risk Assessment & associated Emergency Plan, and Health & Safety Policy
- Annual Review of Health & Safety Risk Assessment for pavilion
- Quarterly VAT return
- Obtain quote for Bi-annual Legionella Risk Assessment for Pavilion
- Annual legionella water testing due plus annual service TMVs plus drain/flush calorifier
- Quarterly grant consideration agenda item
- Annual review of licence with South Beds Driving due for review along with monthly fee
- Annual review of Street Lighting Policy

Cllr Blunt tendered his apologies for the 19/7/18 and 6/9/18 full council meetings. Cllr Frearson tendered his apologies for the 9/8/18 sports & leisure committee meeting.

104/18 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 21.20pm.

Signed: _____
Chairman

Date: 19 July 2018