

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 19 July 2018
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.30pm

105/18 ATTENDANCE AND APOLOGIES

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

Others present: 2 members of the public (Mr W Hawkins, Mr M London)

Apologies: It was **RESOLVED** to accept apologies from Cllr Saintey (Vice Chair) and Cllr Blunt plus District Councillors Derek Town and Sandra Jenkins & County Councillor Anne Wight.

106/18 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 have interests in the allotments. No councillors with an interest wished to speak on associated matters during the public session.

107/18 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from members of the public.

108/18 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

Cllr Wight had supplied a written report, which was discussed.

109/18 MINUTES OF THE MEETINGS held on 28/6/18

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 28 June 2018 were true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

110/18 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. 10/7/18 all street lights in Windsor Road operational for the first time in the 20 years they have been installed. No evidence of TW remedials to Westfield Road, TW advise that 1 column still has outstanding works and therefore the TW works have been further delayed.
- 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: the land transfer plan has now been agreed with AVDC and TW, TW are arranging payment of the AVDC legal costs, TW are going to tender for the necessary remedial works.
- 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 approved by Bucks County Council. 1-2-1 meetings held between Anglian Water and residents in July.
- 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 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. – chased again
- 11) Village web site: Cllr Nicholls creating a planning section & reviewing architecture of attachments
- 12) Primary education provision: no further updates provided by BCC or Brookmead
- 13) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 14) The Pightle Open Space: Cllr Weber investigating land ownership
- 15) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls
- 16) Land off Westfield Road/‘The Mounds’: awaiting details from Taylor Wimpey’s legal department.
- 17) Quarry signage: Cllr Arney drafting
- 18) 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.
- 19) First Time Sewerage for Cheddington Road: Anglian Water holding 1-2-1 meetings with residents in July. ETA for works = Sept.
- 20) Safeguarding: Cllr Nicholls investigating IT options. Cllrs Nicholls/Blunt investigating councillor involvement.
- 21) Community Governance Review/Review of parish councillor numbers: possible increase from 10 to 11 parish councillors submitted to AVDC. Will be considered at their General Purposes Committee in August and then subject to consultation period.
- 22) Unity Bank Mandate Changes: forms circulating around councillors for signature
- 23) Pavilion Planning: see sports & leisure committee minutes. Waiting for pre-application meeting from AVDC.
- 24) Hever Close and Windsor Road playground gates: on order, awaiting delivery.
- 25) BCC Supported Rural Bus Survey: comments submitted. Waiting for BCC to publish results.
- 26) BT Telephone Kiosk on The Crescent: mechanism was removed in 2016, case still in situ. BT advise it is on the list for removal but could take until end March 2019.

111/18 **CORRESPONDENCE**

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

- 1) The updated changes to bank charges notified by Unity Trust Bank were noted.
- 2) The Chronicle Ashridge Annual Review and update on the car parking project was noted.
- 3) The CAA Draft Airspace Modernisation Strategy consultation (open until 10/9/18) was noted and it was **RESOLVED** that this item should appear on the agenda for 6/9/18 and Cllr Nicholls would provide a recommendation to council based on data analysis being undertaken.
- 4) The correspondence between TW and AVDC re the transfer of open space was noted. It was **RESOLVED** to advise both parties that (a) Bellway had reinstated the area by Berkeley Close to stone/gravel instead of bark chippings (b) the bark chipping path needed to be reinstated as it becomes very boggy in winter.

Committee Matters:

112/18 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) Applications: none received
- 2) Decisions: **7 Church Road, 18/00662/APP**, had been refused by AVDC.
- 3) Outstanding Applications: The following applications were noted as being outstanding with AVDC: the Pitstone Development Area residential application, Duncombe Farm Cottage on Stocks Road, 13 Glebe Close, 6 Campbell Lane and Barley End on Stocks Road.
- 4) Enforcement: AVDC notified that the iRock signage had now been removed from Westfield Road.

- 5) Development Update: Croudace now almost complete and preparing to vacate site. Bellway have 8 occupied. Questions submitted to BCC re footpaths/BOAT. Site meeting with Bellway re lamp post locations – Cllr Crutchfield volunteered to attend.

113/18 **SPORTS AND LEISURE COMMITTEE – CLLR CRUTCHFIELD, MEMBER OF COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 12/7/18.
- 2) Allotments: tree risk assessment undertaken 16/7/18, report pending.
- 3) Local Green Space between Marsworth Road and The Crescent
 - a. It was **RESOLVED** that the council wished to plant additional daffodils along the inside of the boundary fence and around some trees in the autumn.
 - b. It was **RESOLVED** that the council wished to repair the mesh boundary fence between this land and the neighbouring charitable/horse field.
 - c. It was **RESOLVED** to replace the missing wooden fence slat and to replace/repair broken fence slats, but not to replace the complete fence at the present.
 - d. It was **RESOLVED** to install two additional benches, like the one at the end of Glebe Close (Glasdon Stanford Seat with circular parish council plaque, approx. £921+VAT + installation), and further **RESOLVED** to advertise and see if any individuals/companies wished to sponsor these benches.
 - e. It was **RESOLVED** to install a kissing gate at the thin end of the site to allow access back onto Marsworth Road (pedestrian/dog only £186, or pushchair/disability/pedestrian £229 to be investigated).
 - f. It was **RESOLVED** to obtain a quotation for fencing the open side onto Cheddington Road and then re-consider at the 6/9/18 meeting once members had had chance to visit site and re-assess.

114/18 **STAFFING COMMITTEE**: No report due. No meeting held.

115/18 **PITSTONE PARISH CHARITY**: No report due. No meeting held.

116/18 **PITSTONE RECREATION GROUND CHARITY**
Cllr Weber agreed to liaise with Horwood & James re the latest concerns raised.

Matters Raised by the Working Groups:

117/18 **YOUTH CAFÉ**

- 1) It was noted that the annual review meeting had been held with the Café Manager and terms agreed for the forthcoming year in line with the parish council's previous resolution.
- 2) It was noted that café was operating well at present with no issues raised. 59 children attended the last session before the school holidays and enjoyed the bouncy castle.
- 3) It was noted that the Café Manager will seek grant opportunities for new console and sports equipment.

118/18 **GDPR (in force)**

- 1) Consideration and approval of the template policies to be carried forward to the next meeting.

119/18 **HIGHWAYS AND PATHS**

- 1) Pitstone & Ivinghoe Safety Scheme:
 - a. It was noted that the LAF had agreed to contribute almost £15k towards the joint initiative between Ivinghoe & Pitstone, for which PPC were most grateful.
 - b. It was **RESOLVED** that the above contribution would mean that the Project Initiation costs were within the budget reserved by the parish council (cost to the parish approx. £10k).
 - c. It was noted that Ivinghoe PC would be considering this project at the next meeting in August. It was further **RESOLVED** that, if Ivinghoe PC were minded to progress, that Pitstone PC was also happy to progress.
 - d. No changes were requested to the scope of the project.
- 2) Footpath to Marsworth: BCC advise that the Stage 3 Road Safety Audit report will not be available until the end of August.
- 3) Cycle-path to Tring: It was noted that a meeting was being held with Hertfordshire County Council & Buckinghamshire County Council on 25/7/18.
- 4) Freight Strategy: Cllrs Mitra and Nicholls provided feedback from the site meeting in Ivinghoe held earlier that day. BCC waiting for feedback from the Canals & Rivers Trust.

120/18 **PITSTONE DEVELOPMENT AREA:** No report due. No meeting held.

121/17 **COMMUNITY AND PUBLIC TRANSPORT**

- 1) Community Bus Transport Survey: Cllr Nicholls liaising with Chris Poll ahead of another joint parish meeting.
- 2) Infrastructure Improvements:
 - a. It was **RESOLVED** to progress with the 2 x rti information panels for the existing bus shelters either side of Marsworth Road by the Recreation Ground.
 - b. It was **RESOLVED** to progress with a shelter and rti panel in the grass verge at the end of Rushendon Furlong/Marsworth Road. Shelter not to block visibility from Rushendon Furlong nor to impede maintenance access of the resident's fence. To be located in-front of the dwelling so as not to block light to the garden. Shelter to be green metal and glass, as per other existing shelters in the parish.
 - c. It was **RESOLVED** to progress with a rti information panel for the existing bus shelter at the end of Albion Road.
 - d. It was **RESOLVED** not to progress with an additional shelter/stop on Marsworth Road by Bell Field.
 - e. It was **RESOLVED** to request that any surplus funds held by BCC be diverted to the Community Transport contribution arising from the same agreement.
 - f. It was **RESOLVED** to ask BCC to check that Red Eagle, and the 164, would be equipped with the necessary GPS.
- 3) Investigating bus to Tring station: It was noted that BCC had agreed to initial discussions with the parish council and a local commercial operator, eta end September.
- 4) Change of provider for No 61: It was noted that Arriva had given notice to BCC that they would no longer operate the No 61 route from end July & that BCC had negotiated for Red Eagle to take over operation of this service. The parish would be keen to ensure this route does not diminish as it provides our main bus service.
- 5) Community Car Scheme: It was **RESOLVED** that the parish council may be willing to provide financial reimbursement to any scheme co-ordinator. Cllr Nicholls to approach the two local bodies discussed.

Other Matters:

122/18 **DEVOLVED SERVICES**

- 1) It was **RESOLVED** that the parish council did wish to accept BCC Devolved Services for the forthcoming 4-year period, based on the same scope and funding as present.
- 2) Following discussion, it was **RESOLVED** that the parish council did not wish to be considered for the extended service delivery project.
- 3) It was **RESOLVED** to instruct the contractor to clear footpath 3 (Cheddington Road). This right-of-way was historically on a one-cut strategy vs most other footpaths benefit from a 2-cut strategy.
- 4) It was noted that a written complaint had been sent to the contractor re Vicarage Road and remedial works would take place with the next scheduled verge cut.

123/18 **STREET LIGHTING**

- 1) It was **RESOLVED** to approve the reviewed and amended Street Lighting Policy and the Chair was duly authorised to sign on behalf of the council.
- 2) It was noted that 2 faults remain outstanding with UK Power Networks before ESI certificates can be issued.
- 3) It was noted the UK Power Networks still needed to issue the latest UMS Certificate following the installation of the 5 LED lanterns.

124/18 **MEMORIAL HALL**

- 1) The new hire charges, effective 1/9/18, were noted.
- 2) It was **RESOLVED** to confirm the following meeting dates for 2019:
Full Council (6.45pm onwards)
3 January 2019
31 January 2019
28 February 2019
28 March 2019
25 April 2019
23 May 2019 (one week early to avoid school holidays. 16 & 30/5/19 also reserved at hall as may need to change once election date announced).
27 June 2019
18 July 2019 (one week early to avoid school hols. 25/7/19 also reserved at hall in case need to revert to standard date.)
5 September 2019 (postponed by one week to avoid school hols, but also reserve 29/8/19 at hall in case need to revert to standard date.)

26 September 2019
31 October 2019 (review if school hol this week)
28 November 2019
2 January 2020 (December meeting one week late, also reserve 19/12/18 at hall in case needs to move 1-week forwards instead.)

Sports and Leisure committee (6.45pm onwards)

10 January 2019
14 February 2019
14 March 2019
Either 4 April 2019 (one week early to avoid school hols, but also reserve 11/4/19 at hall in case reverts to standard date)
9 May 2019*
13 June 2019*
11 July 2019*
8 August 2019*
12 September 2019
10 October 2019
14 November 2019
12 December 2019

* The 4 x dates marked with a * are normally held at the pavilion site so that the members can view the condition of the grounds, but rooms reserved at hall until closer to date.

Annual thank you event for volunteers - 17 January

Annual Assembly - held in the main hall. It must legally be held between 1 March and 1 June. Date set as 14 May (21/5/19 also reserved at hall to allow for flexibility once election date announced)

- 125/18 **LONDON LUTON AIRPORT CONSULTATION:** It was **RESOLVED** that the parish council wished to respond. LLACC assisting with preparation of draft response. Exact wording to be agreed electronically prior to submission as deadline is ahead of next meeting date.
- 126/18 **PARKING ON PAVEMENTS/PART 6 TRAFFIC MANAGEMENT ACT:** Further information to be provided at the next LAF. Cllrs Frearson/Crutchfield to discuss Yardley situation with District Councillor Town in the meantime.
- 127/18 **VACANCY IN THE OFFICE OF PARISH COUNCILLOR**
It was noted that residents had not requested an election and therefore the parish council was free to co-opt a member to fill the vacancy and serve out the remaining term (until May 2019).

Financial Matters:

- 128/18 **QUARTERLY VAT RETURN:** Quarter 1 VAT return submitted. HMRC to refund PPC £3,983.09.
- 129/18 **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.
- 130/18 **INTERNAL CONTROLS**
The regular internal controls had been conducted with no amendments requested or issues arising.
- 131/18 **AUGUST PAYMENTS**
It was **RESOLVED** that members would need to approve the August bacs run electronically as the next council meeting was after the payroll date.

Other Reports:

- 132/18 **OTHER REPORTS**
- 1) Cllr Mitra provided feedback from the TfB Conference on 4/7/18.
 - 2) Cllr Mitra advised that he had passed the First Aid training course exam and received his certificate.
 - 3) Cllrs Crutchfield & Frearson provided feedback from the LAF on 9/7/18 including updates on the local plan, Stoke Hammond bypass, change to bin days, Ivinghoe

road works and longer surgery hours. It was noted that PC Duthie had been replaced by PC Craker and it was **RESOLVED** to invite him along to the next parish council meeting so that members could meet him.

- 4) Cllr Mitra provided feedback on the BALC Councillor Induction training held on 12/7/18.
- 5) Cllrs Nicholls and Mitra provided feedback on the Freight Strategy site visits held on 19/7/18.
- 6) The other reports were noted.

133/18 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 6/9/18, 27/9/18, 25/10/18, 29/11/18 and 3/1/19.
- Sports and Leisure Committee meetings: 9/8/18 (cancelled), 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 (Cllr Saintey attending) and 1 x pm session Wed 22 August (Clerk attending)
- LAF meetings: 18/9/18
- LAF traffic calming sub-group: 26/9/18 7pm Mentmore
- Election 2 May 2019 tbc. First parish council meeting must take place within 21 days.
- Play space planning expires April 2019
- BALC Councillor Induction Training – Cllr Hawkins 4/10/18
- BALC GDPR training for all councillors – 6.30-8.30pm 19/9/18 Pitstone Heritage Park Museum

134/18 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be 6/9/18. It was noted that the following would appear on the agenda:

- Consider commissioning siding out of shrubs along alleyway between Crispin Field and Cheddington Lane again this year (devolved services)
- Annual review of complaints procedure policy
- Annual review of water treatment control records/system at pavilion
- Book 6-monthly fire alarm and emergency lighting checks for pavilion (due Sept)

No further agenda items were requested.

135/18 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 21.30pm.

Signed: _____
Chairman

Date: 6 September 2018