

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the meeting of the Parish Council
to be held in the Millennium Room of the Memorial Hall on Thursday 27 June 2019 at 7.30pm

Laurie Eagling, Clerk to the Council
9 Warwick Road, Pitstone, LU7 9FE
Tel: 01296 767261

Signed _____
Date: 21 June 2019

A G E N D A

1. **ATTENDANCE AND APOLOGIES**
 2. **TO NOTE DECLARATIONS OF INTEREST AND CONSIDER DISPENSATION REQUESTS**
from councillors on matters to be considered at the meeting.
 3. **TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS –** residents' monthly opportunity to raise their questions or concerns with the parish council.
 4. **TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**
 5. **MINUTES** - To resolve that the minutes of the parish council meetings held on 30 May 2019 be signed as a true and correct record of the meeting.
 6. **CLERK'S REPORT –** to note updates to the ongoing matters, for information only.
 7. **CORRESPONDENCE:** To note correspondence received.
- Committee Reports:
8. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE:**
 - 8.1 There had been no separate meeting held during the month and therefore no minutes to note.
 - 8.2 Applications: None received.
 - 8.3 Decisions:
 - a) **Woodz Pizza, Marsworth Road**, 19/00723/AAD, erection of front fascia signage (retrospective): AVDC approved (PPC tendered no objections)
 - b) **131 Yardley Avenue**, 18/02757/APP, increase in width of crossover: AVDC approved (PPC tendered no objections)
 - c) **Woodz Pizza, Marsworth Road**, 19/00331/APP, installation of flue (retrospective): AVDC approved (PPC tendered no objections)
 - d) **12 Short Hale**, 19/01488/APP, garage conversion: AVDC approved (PPC tendered no objections if AVDC were happy that sufficient parking remained within the boundary of the property)
 - 8.4 Applications outstanding with AVDC: 43 Marsworth Road, Rear of the Bell/Haldi, 7 Albion Road, 43 Cheddington Road, 16 Windsor Road, 6 Old Farm.
 9. **SPORTS & LEISURE COMMITTEE & RELATED MATTERS – CLLR SAINTEY, CHAIR OF COMMITTEE**
 - 9.1 To note receipt of the draft minutes of the sports & leisure committee held 13/6/19.
 - 9.2 Procurement/Project Management:
 - a) To note feedback from initial meeting with potential associates.
 - b) To consider and approve delegating powers to the Sports and Leisure to operate the tendering process for both skate park and pavilion, with final recommendations to be approved by full council.
 - c) To consider and approve seeking quotations from Quantity Surveyor and Structural Engineer re pavilion project.
 - 9.3 Pavilion Phase II Funding:
 - a) To note award of £10k grant funding from Vale of Aylesbury Housing Trust Project Grant and approve agreement to associated terms and conditions.
 - b) Other applications ongoing.
 - 9.4 Leisure Development on Recreation Ground:
 - a) **Purchase of land:**
 - 9.4.1.1 To note the confirmation received from Pitstone Parish Charity.
 - 9.4.1.2 To approve the associated estimates provided by S A Law, Kirkby & Diamond and Horwood & James.

- b) **Play Space and Skate Park:** PPC to re-commence work on above land transfer in progress.
- 10. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
No committee meeting held during the month, no report to note.
Charity Matters:
- 11. **PITSTONE PARISH CHARITY:**
 - 11.1 To note receipt of draft minutes of meeting held 30/5/19.
 - 11.2 To note that the Charity was now in a position to engage with the council regarding the parcel of leisure land.
- 12. **PITSTONE RECREATION GROUND CHARITY:**
 - 12.1 No charity meeting held during the month, no report to note.
 - 12.2 Charity Commission application: Recreation Ground Charity awaiting a response.
- Working Group Matters:
- 13. **YOUTH CAFÉ:**
 - 13.1 Aylesbury Youth Action: Consider resulting video generated from project at café.
 - 13.2 Year 6 Taster Sessions: To note uptake.
 - 13.3 Volunteer Appeal: To consider running another volunteer appeal.
 - 13.4 Youth Café Policies – To conduct annual review and approve documents.
 - 13.5 Café Services Contract – To consider and approve entering into a further 12-month contract with Mr D Rollins to provide Café Management services.
- 14. **HIGHWAYS/PATHS:**
 - 14.1 Pitstone and Ivinghoe Safety Scheme – Next meeting from TfB eta July 2019.
 - 14.2 Foot/Cycle Path to Tring: Station Travel Plan for Tring/Cheddington work continues by WMT. Next meeting 5/7/19.
 - 14.3 Speedwatch: To consider feedback from site briefing on 20/6/19 and determine how/if to proceed.
 - 14.4 mVAS/Westfield Road: To consider associated quotations and determine how/if to proceed.
 - 14.5 Non-official 'slow down' signs: To consider non-official speed limit signage initiative.
- 15. **PDA:** Nicholas King Homes not yet in a position to engage with the parish council re MUGA and replacement parking.
- 16. **COMMUNITY AND PUBLIC TRANSPORT:**
 - 16.1 Community Bus Survey: To determine next steps.
 - 16.2 Investigating bus to Tring station: Station Travel Plan for Tring/Cheddington work continues by WMT and ITP. Next meeting 5/7/19.
 - 16.3 Community Car Scheme:
 - a) To consider/approve use of text message system and associated costs.
 - b) To note progress with appeal for voluntary drivers.
 - 16.4 Working Party Meeting: Cllr Frearson arranging date of inception meeting.
- Other Matters:
- 17. **DEVOLVED SERVICES:**
 - 17.1 To note no remedial actions/issues arising this month and raise any new issues.
 - 17.2 To note hedge cutting notice issued during the month.
 - 17.3 To note any update from BCC on the VAHT grass cutting issue.
- 18. **OTHER POLICY/DOCUMENT REVIEW:**
 - 18.1 Equal Opportunities Policy – To conduct annual review and approve document.
 - 18.2 mVAS Procedures and Policy – To conduct annual review and approve document.
 - 18.3 Street Lighting Policy – To conduct annual review and approve document.
- 19. **CONSULTATIONS:** To consider if any response required to Civil Aviation Authority consultation on decision making process for Planned & Permanent Redistribution of Air Traffic proposals.
- 20. **ITEMS RAISED BY PUBLIC:** To consider if any additional litter picking required around windmill field.
- 21. **PIE SUMMER FESTIVAL:** To conduct post event review and determine any actions arising.
- 22. **75th ANNIVERSARY OF VE DAY:** To note local activity.
- 23. **PPP SUBMISSIONS:** To approve the parish council submission to PPP.
- 24. **ICO:** To approve renewal of annual payment of GDPR/Data Protection Act payment to ICO
- 25. **VACANCY IN THE OFFICE OF PARISH COUNCILLOR:** To consider and appoint a member to co-opt to fill the vacancy until the May 2020 election.
- 26. **APPOINTMENTS:** To consider if any members willing to join Pitstone Church Committee.

27. **JULY PARISH COUNCIL MEETING:** To set date.

Financial Matters:

28. **FINANCIAL YEAR END**

28.1 Internal Audit: To note receipt of the reports arising from Internal Audit conducted by IAC and determine any matters arising.

28.2 Internal Control Review: To conduct the review of effectiveness of internal control and determine any matters arising.

28.3 Annual Governance Statement: To consider and then approve Section 1 of the AGAR.

28.4 Accounting Statement and Supporting Papers:

a) To consider and then approve Section 2 of the AGAR.

b) To consider and approve the associated Year End Bank Reconciliation.

c) To consider and approve the associated Reconciliation between Box 7 and Box 8.

d) To consider and approve the associated Explanation of Variances.

28.5 Exercise of Public Rights

a) To confirm the period for exercise of public rights for 2018/19 as 1/7-9/8/19.

b) To confirm that the council made suitable arrangements for the exercise of public rights during 2018/19 for the exercise of public rights relating to the previous financial year.

28.6 Report and Accounts for residents: To consider and approve the descriptive report for inclusion in PPP.

28.7 To resolve to accept the associated costs of external audit from PKF LittleJohn.

29. **SAGE INCREASE IN SUBSCRIPTION FEE:** To note increase imposed by Sage.

30. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor information for the month.

31. **INTERNAL CONTROLS:** Conduct all necessary internal controls and determine any issues arising.

Reports:

32. To receive feedback from LAF meeting on 10/6/19 – Cllr Dr Frearson.

33. To note report from AVALC meeting on 11/6/19 – Cllr Saintey.

34. To receive feedback from TfB conference on 26/6/19 – Cllr Nicholls.

35. To receive feedback from Keeping it Local: Design Workshop for Town & Parish Councils re new Buckinghamshire Council on 25/6/19 in Chesham – Cllr Mitra.

36. Note other reports, reminders, forthcoming events and agenda items for July 2019.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS
AND ADDRESS MEMBERS DURING THE PUBLIC QUESTION TIME**