

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 28 November 2019 at 7.30pm

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

Signed _____
Date: 22 November 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 31 October 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 and consider any actions arising.

Committee Reports:

8. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
 - 8.1 No meeting held this month, so no report due.
 - 8.2 Applications: None received.
 - 8.3 Decisions:
 - a) **38 Glebe Close, 19/03499/APP**, Replacement front porch: AVDC approved (PPC tendered no objection)
 - b) **30 Vicarage Road, 19/03387/APP**, alteration of front elevation fenestration and render finish to first floor front elevation: AVDC approved (PPC tendered no objection)
 - 8.4 Applications outstanding with AVDC: Rear of the Bell/Haldi.
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 on 14/11/19.
 - 9.2 Pavilion Phase II:
 - a) To note receipt of the notes arising from initial design meeting on 7/11/19.
 - b) To approve short list of contractors to be invited to submit full tender documents.
 - c) To ratify procurement of Geotechnical report by WDE Consulting.
 - 9.3 Leisure Development on Recreation Ground:
 - a) **Play Space:** To note update on installation.
 - b) **Skate Park:** Tendering to commence once play space timings confirmed.
10. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
 - 10.1 To consider/approve annual review of salary budgets.
 - 10.2 To note progress with Annual Volunteer Thank You Event.

Charity Matters:

11. **PITSTONE PARISH CHARITY:** No meeting held during the month, therefore no report due.
12. **PITSTONE RECREATION GROUND CHARITY:** To note receipt of the draft minutes of the charity meeting held 31/10/19.

Working Group Matters:

13. **YOUTH CAFÉ:**
 - 13.1 Volunteers:
 - a) To note that Café Manager has issued an appeal for volunteers via (i) hard copy letter to attendees w/c 11/11/19 and (ii) email to all parents on database.
 - b) To consider if wish to recruit a replacement Assistant Youth Worker.
 - 13.2 Instagram: To note the introduction of a Youth Café Instagram account.

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- 13.3 Grant: To note award of £2,080 grant, and approve associated terms and conditions, from LAF for new equipment including scooters, skateboards, basketball hoops and outdoor table tennis table.
14. **HIGHWAYS/PATHS:**
- 14.1 Pitstone and Ivinghoe Safety Scheme: Awaiting information from BCC/TfB re declassification feasibility study.
- 14.2 Cycle Path and/or public transport to Tring Station: To receive feedback from 20/11/19 Station Travel Plan meeting.
- 14.3 Non-official 'slow down' signs: Winners to be announced in due course.
- 14.4 2nd mVAS Grant: To note any award of grant, and approve associated terms and conditions, from LAF.
15. **PDA**: To consider/approve the MUGA agreement with NKH.
16. **COMMUNITY AND PUBLIC TRANSPORT:**
- 16.1 Community Bus: To note that IPC extended the closing date to end November 2019.
- 16.2 Community Car Scheme: No matters for discussion this month.

Other Matters:

17. **DEVOLVED SERVICES**: Awaiting information from BCC.
18. **POLICY REVIEW**: To consider Environmental Policy and requirements contained within.
19. **CONSULTATIONS:**
- 19.1 To consider the London Luton Airport Expansion Consultation and determine response.
- 19.2 To consider the VALP Main Modifications Consultation and determine response.
20. **EVENTS:**
- 20.1 To receive feedback from Remembrance Service at Pitstone Memorial Hall.
- 20.2 To consider/approve activity re VE Day Nation's Toast to the Heroes of WW2.
- 20.3 To carry out post-event review for Bonfire/Fireworks Event held 2/11/19.
- 20.4 To consider/approve the application for Party in the Park 11/7/20 & determine any associated fees.
21. **DOG WASTE COLLECTION SERVICE**: To consider/approve extension & variation of SLA with AVDC
22. **LAPTOP BATTERY**: To approve purchase of replacement battery.
23. **ITEMS RAISED BY PUBLIC:**
- 23.1 To consider/approve offering council premises as local collection point to support BCC Christmas Gift for Children in Care appeal.
- 23.2 To consider/approve supporting local Terracycle/recycling initiatives & associated minor cost.

Financial Matters:

24. **FINANCIAL POSITION AND PAYMENTS:**
- 24.1 To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor/pavilion project information for the month.
- 24.2 To approve that council will authorise the December payments electronically (as meeting not until January)
25. **INTERNAL CONTROLS**: Conduct all necessary internal controls and determine any issues arising.
26. **BUDGET 2020/21**: To consider the third draft of the budget & 3-year plan and determine any amendments.

Reports:

27. To receive feedback from AVALC AGM 2/11/19 – Cllr Saintey.
28. To receive feedback from Pitstone Memorial Hall Charity AGM 11/11/19 – Cllr Crutchfield.
29. Note other reports, reminders, forthcoming events and agenda items for December 2019.

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