

# 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 25 April 2019 at 7.30pm

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

Signed \_\_\_\_\_  
Date: 15 April 2019

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## 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 28 March 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 To note receipt of the draft minutes of the planning committee held 28/3/19.
    - 8.2 Applications:
      - a) **Pitstone Cement Works, Marsworth Road, 19/01200/APP**, Telecommunications Base Station
      - b) **7 Albion Road, 19/01311/APP**, first floor rear extension
    - 8.3 Decisions: None received.
    - 8.4 Other:
      - a) **1 Windsor Road, 19/00173/CON3**, conversion of double attached garage into residential accommodation - subject to investigation by AVDC Planning Enforcement as permitted development rights had been removed from this garage
  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 4/4/19.
    - 9.2 To note urgent minor remedial matters that had to be commissioned.
    - 9.3 Pavilion Phase II:
      - a) Planning: AVDC determination date eta now 29/4/19.
      - b) Funding: applications ongoing.
    - 9.4 Pavilion Phase III: Ongoing.
    - 9.5 Request from PIE: To consider the request from Pitstone & Ivinghoe Entertainments re their storage container.
    - 9.6 Leisure Development on Recreation Ground:
      - a) Draft legal documents for purchase of leisure land: To note receipt, identify any amendments and approve passing to Pitstone Parish Charity and to approve any actions arising re S106 implication.
      - b) Play space: To confirm appointment of contractor.
  10. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
    - 10.1 To note update on appointment of Parish Assistant and associated equipment.
    - 10.2 To undertake/approve quarterly review of staff hours.
    - 10.3 To note update on start of new payroll year.
- Charity Matters:
11. **PITSTONE PARISH CHARITY:**
    - 11.1 To note receipt of draft minutes of Parish Charity meeting held 28/3/19.
    - 11.2 No official response from Parish Charity regarding acquisition of the land required for leisure development.

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:** No matters for consideration this month.
14. **HIGHWAYS/PATHS:**  
 14.1 Pitstone and Ivinghoe Safety Scheme – To receive feedback from BCC/TfB meeting on 24/4/19.  
 14.2 Foot/Cycle Path to Tring – Herts County Council investigation continues.
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/Transport Survey: To consider revised survey.  
 16.2 Investigating bus to Tring station: Workshop date set for 1/5/19.  
 16.3 Community Car Scheme: To note update. No issues for consideration this month.  
 16.4 Working Party Meeting: Cllr Frearson arranging date of inception meeting.

Other Matters:

17. **DEVOLVED SERVICES:**  
 17.1 To note no remedial actions undertaken this month and raise any new issues.  
 17.2 To consider the quotations associated with siding out of Vicarage Road footpath and determine if wish to proceed.  
 17.3 To consider banner requests received this month.
18. **POLICY/DOCUMENT REVIEW:**  
 18.1 Information policy – To consider and approve the revised Information Policy.  
 18.2 Community Emergency/Self-Help Plan: To consider and approve the updated policy following annual review.  
 18.3 Signage for Westfield Road Local Wildlife Site – To consider/discuss draft signage.
19. **CONSULTATIONS:**  
 19.1 AVDC Review of Polling Districts and Polling Stations (open until 26/4/19) – To determine if any response required.
20. **MEMBERSHIPS:**  
 20.1 CIB Community Buildings: To consider/approve renewal of annual membership.  
 20.2 SLCC: To consider/approve renewal of annual membership.  
 20.3 BMKALC/NALC/LCR: To consider/approve renewal of annual membership.
21. **PPP:** To consider PPP printing options and associated costs.
22. **ANNUAL ASSEMBLY:** To determine final arrangements.
23. **ALLOTMENTS:** To consider request from PAA re boundary and track.
24. **DOG WASTE CONTRACT:**  
 24.1 To note increase in charges (final year of long-term contract with AVDC).  
 24.2 To consider/approve additional bins, relocation of bins and change to emptying cycle.
25. **STREET LIGHTING:** To determine next phase of LED roll out.
26. **MEETING DATES:** To confirm meeting dates for May 2019 and October 2019.
27. **ITEMS RAISED BY PUBLIC:** To matters received this month.
28. **VACANCY IN THE OFFICE OF PARISH COUNCILLOR:** To accept the resignation from Cllr Arney.

Financial Matters:

29. **QUARTERLY GRANT & DONATION CONSIDERATION:** No applications received this quarter
30. **BANK TRANSFERS:** To consider and approve year-end bank reconciliation transfers from S106 and Accrual accounts to Unity Trust account.
31. **QUARTERLY VAT RETURN:** To note quarterly return submitted to HMRC.
32. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor information for the month.
33. **INTERNAL CONTROLS:** Conduct all necessary internal controls.
34. **YEAR-END:** Note draft indication of year-end position.

Reports:

35. To receive feedback from visit to Crown Court 8/4/19 – several members attended.
36. Note other reports, reminders, forthcoming events and agenda items for 23 May 2019.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS**