

# 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 31 January 2019 at 7.30pm

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

Signed \_\_\_\_\_  
Date: 25 January 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 3 January 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 determine response to AVDC re planning application consultations:
    - a) **72 Vicarage Road, 19/00063/APP**, single storey rear extension
    - b) **7 Queen Street, 19/00071/APP**, proposed second cross over and renovate existing so both identical
    - c) **Safran, Westfield Rd, 19/00193/APP**, replacement gatehouse building
  - 8.2 To note decisions: None
  - 8.3 To note applications outstanding with AVDC: 131 Yardley Avenue, 77 Windsor Road, Sports Pavilion on Marsworth Road, 20 Crispin Field, 43 Marsworth Road
9. **SPORTS & LEISURE COMMITTEE & RELATED MATTERS – CLLR CRUTCHFIELD, MEMBER OF COMMITTEE**
  - 9.1 The next committee meeting is scheduled for 14/2/19. No report due.
  - 9.2 Pavilion Planning: AVDC extending determination date eta now 8/3/19. Funding applications ongoing.
  - 9.3 PAA: To note that PAA secured funding to install raised beds (additional plots)
10. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
  - 10.1 To note receipt of the minutes of the committee meeting held 10/1/19.
  - 10.2 To approve recommended recruitment of home-based Parish Assistant, 35 hrs per month, £9.02ph and to approve purchase of any necessary hardware eg laptop.
  - 10.3 To approve recommended payment of 17hrs overtime to Parish Clerk.
  - 10.4 To approve adoption of NJC salary scales for 2019/20 and to approve recommended one SCP increase for Parish Clerk, both effective 1/4/19.
  - 10.5 To note feedback from Volunteer/Staff Event on 17/1/19.

### Charity Matters:

11. **PITSTONE PARISH CHARITY:** No charity meeting this month, therefore no report due. No response from Parish Charity regarding acquisition of the land required for leisure development
12. **PITSTONE RECREATION GROUND CHARITY:** No charity meeting this month, therefore no report due. Charity still waiting for response from Charity Commission.

### Working Group Matters:

13. **YOUTH CAFÉ:**
  - 13.1 To note all new equipment now purchased and in use.
  - 13.2 To consider/approve LAF/Action for Youth project at youth café.
14. **HIGHWAYS/PATHS:**
  - 14.1 Pitstone and Ivinghoe Safety Scheme – Note project timescales discussed at meeting with TfB on 16/1/19.
  - 14.2 Foot/Cycle Path to Tring – Herts County Council investigation continues.

15. **PDA:** To note Nicholas King Homes not yet in a position to engage with the parish council.
16. **COMMUNITY AND PUBLIC TRANSPORT:**
  - 16.1 Community Bus/Transport Survey: Survey under review.
  - 16.2 Investigating bus to Tring station: Awaiting update from West Midlands Trains re workshop and survey.
  - 16.3 Community Car Scheme: To note updates.

#### Other Matters:

17. **DEVOLVED SERVICES:**
  - 17.1 BCC contract: To consider/approve entering into Devolution Agreement Variation
  - 17.2 Contract fulfilment: To consider/approve extending existing contracts for 12 months.
  - 17.3 To raise any remedial works for consideration.
18. **POLICY/DOCUMENT REVIEW:**
  - 18.1 To undertake the annual review of Internal Controls and complete the Annual Internal Audit.
  - 18.2 To conduct/approve review of Guide to Information Available and associated publication scheme charges.
  - 18.3 To conduct/approve annual review of Grant Awarding Policy.
  - 18.4 To conduct/approve annual review of Community Engagement Strategy.
  - 18.5 To consider/amend draft update to Major Projects leaflet.
19. **CONSULTATIONS:**
  - 19.1 Oxford-Cambridge Expressway: To consider if with to submit any comments.
  - 19.2 HCC proposed submission minerals local plan and omission sites consultation 14/1-22/3/19: To determine if any response required from PPC.
20. **STREET LIGHTING:** To consider whether to adopt Castlemead street lighting based on updated information.
21. **GRASS AND HEDGE CUTTING 2019:** To consider/approve quotations.
22. **DAFFODIL SIGNS:** To consider if need to replace signage.
23. **ANNUAL PARISH ASSEMBLY 14/5/19:** To consider content and approve associated costs.
24. **TRAINING:** To consider/approve attendance on Managing Local Council Elections webinar for clerk.
25. **REQUESTS RAISED BY PUBLIC:**
  - 25.1 To consider writing to BCC requesting 7.5 tonnes weight limit for Brownlow Bridge (currently 18 tonnes requested by Canals & Rivers Trust).
  - 25.2 To consider any changes to dog bin located on Windsor Road.
  - 25.3 To consider request for pedestrian crossing on Vicarage Road.
26. **PAVILION PHASE III:** To consider request from 1<sup>st</sup> Ivinghoe & Pitstone Scouts

#### Financial Matters:

27. **GRANTS AND DONATIONS:** To consider/approve grant request from Pitstone & Ivinghoe Entertainments.
28. **QUARTERLY VAT RETURN:** To note submission of Q3 VAT return. HMRC to refund £2,480.27.
29. **FINANCIAL POSITION AND PAYMENTS:**
  - 29.1 To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor information for the month.
  - 29.2 To note potential bad debtors.
30. **INTERNAL CONTROLS:** Conduct all necessary internal controls.
31. **INTERNAL AUDIT:** To consider/approve the quote from IAC for Internal Audit services.

#### Reports:

32. To receive feedback from AVALC meeting held 8/1/19 – Cllr Saintey.
33. To receive feedback from National Trust Ashridge Estate Woodland Management Plan presentation 22/1/19 – Cllrs Saintey and Mitra.
34. Note other reports, reminders, forthcoming events and agenda items for 28 February 2019.

**In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.**

35. **VOLUNTEER OF THE YEAR:** To consider nominations and appoint winner for 2019.