

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 October 2019 at 7.30pm

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

Signed _____
Date: 25 October 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 26 September 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 To note receipt of the draft minutes of the Planning Committee meeting held on 10/10/19.
 - 8.2 Applications: None received.
 - 8.3 Decisions:
 - a) **16 Windsor Road, 19/01728/APP**, single storey side extension: AVDC refused (PPC opposed).
 - b) **35 Cheddington Road, 19/02775/APP**, Conversion of existing detached garage into garden room with new pitched roof and replace existing rear facing window with door set: AVDC approved (PPC tendered no objection)
 - 8.4 Applications outstanding with AVDC: Rear of the Bell/Haldi, 30 Vicarage Road and 38 Glebe Close.
 9. **SPORTS & LEISURE COMMITTEE & RELATED MATTERS – CLLR WEBER, VICE CHAIR OF COMMITTEE**
 - 9.1 To note receipt of the draft minutes of the Sports & Leisure Committee held on 10/10/19.
 - 9.2 Pavilion Phase II: To note update on progress with tendering.
 - 9.3 Leisure Development on Recreation Ground:
 - a) **Play Space:** To consider/approve updated quote from Huck for removal of the existing equipment and supply/installation of the new play space.
 - b) **Skate Park:** Tendering to commence once Huck contract confirmed.
 - 9.4 Portable football goals on Recreation Ground: To approve trial of full-sized portable goals and accept associated liabilities.
 - 9.5 Ground-keeping Budget: To consider and approve the recommended ground-keeping budget for the pavilion and recreation ground for 2020/21.
 10. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
 - 10.1 To consider/approve quarterly overtime for staff.
 - 10.2 To consider/approve annual review of salary budgets.
 - 10.3 To note progress with Annual Volunteer Thank You Event.
- Charity Matters:
11. **PITSTONE PARISH CHARITY:** To note receipt of the draft minutes of the charity meeting held on 21/10/19.
 12. **PITSTONE RECREATION GROUND CHARITY:** Meeting scheduled for 31/10/19.
- Working Group Matters:
13. **YOUTH CAFÉ:**
 - 13.1 Volunteers: To consider/approve actions required to recruit more volunteers/staff.
 - 13.2 Grant: To note update on grant offer from LAF.

14. **HIGHWAYS/PATHS:**
- 14.1 Pitstone and Ivinghoe Safety Scheme:
- a) To consider feedback from presentation on 2/10/19.
 - b) To consider/approve proposals for outside Brookmead School, support of LAF Transport Grant application by Ivinghoe PC and associated £4,750 PPC funding.
 - c) To determine if wish to commission feasibility study re declassification of Marsworth Road.
 - d) To determine if wish to take any actions regarding Marsworth Road.
- 14.2 Cycle Path to Tring: To receive feedback from 30/9/19 Station Travel Plan meeting.
- 14.3 mVAS:
- a) To note ground screw installation on Westfield Rd and mVAS rotation in force.
 - b) To note update on grant of £1,681.50/50% towards 2nd mVAS from LAF.
 - c) To consider renewal of service contract with Swarco.
- 14.4 Non-official 'slow down' signs: Competition closed 25/10/19. Winners to be announced in due course.
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 of Pitstone, Ivinghoe, Marsworth & Cheddington parishes live until 1/11/19.
- 16.2 Transport to Tring station: To note update from 30/9/19 Station Travel Plan meeting and launch of Lift Share Scheme.
- 16.3 Community Car Scheme:
- a) To consider/approve updated Volunteer Driver Induction Guidelines.
 - b) To consider/approve extra expenditure to text responses to drivers.

Other Matters:

17. **DEVOLVED SERVICES:** To approve temporary event signage for Church Christmas Market on 16/11/19.
18. **ALLOTMENTS:** To consider/approve purchase of additional stone/ground works for track.
19. **POLICY REVIEW:** To consider first draft of new Environmental Policy and requirements contained within.
20. **CONSULTATIONS:**
- 20.1 To consider the Bucks Fire Public Safety Plan Consultation and determine response.
 - 20.2 To consider BCC Right of Way Improvement Plan Consultation and determine response.
 - 20.3 To note receipt of London Luton Airport Expansion Consultation & associated events.
21. **COUNTY COUNCILLOR COMMUNITY LEADER FUND:** To consider if wish to make an application.
22. **PLAY AROUND THE PARISHES:** To note receipt of report from 2019 and consider/approve booking sessions for 2020.
23. **MEMBERSHIPS/SUBSCRIPTIONS:**
- 23.1 To consider/approve renewal of membership to Chiltern Society.
 - 23.2 To consider/approve renewal of subscription to Local Councils Update.
24. **HEDGE CUTTING:** To determine requirements for forthcoming season.
25. **REMEMBRANCE DAY AND VE DAY:**
- 25.1 To consider/approve donation to British Legion in lieu of fresh wreath and confirm arrangements for council wreath/silent soldiers
 - 25.2 To consider/approve participating in VE Day Nation's Toast to the Heroes of WW2.
26. **CHRISTMAS LIGHTS:** To approve the illumination of the tree on the Recreation Ground.
27. **ITEMS RAISED BY PUBLIC:** None received this month.

Financial Matters:

28. **QUARTERLY VAT RETURN:** To note submission and refund by HMRC.
29. **QUARTERLY GRANT CONSIDERATION:** To note that no applications had been received.
30. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor information for the month.
31. **INTERNAL CONTROLS:** Conduct all necessary internal controls and determine any issues arising.
32. **BUDGET 2020/21:** To consider the second draft of the budget & 3-year plan and determine any amendments.

Reports:

33. To receive feedback from Chiltern Society National Paralympic Heritage Trust Exclusive Tour on 4/10/19 – Cllr Mitra.
34. To receive feedback from Ministerial visit to BVCL on 11/10/19 – Cllr Mitra.
35. To receive feedback from Volunteer Recruitment and Management training course on 22/10/19 – Parish Assistant, Stephen Davies.
36. Note other reports, reminders, forthcoming events and agenda items for November 2019.

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS
AND ADDRESS MEMBERS DURING THE PUBLIC PARTICIPATION SESSION