

# 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 5 September 2019 at 7.30pm

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

Signed \_\_\_\_\_  
Date: 30 August 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 25 July 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 held 22/8/19.
  - 8.2 Applications:
    - a) **Pitstone Green Farm, Vicarage Road, 19/03150/AGN**, erection of replacement agricultural barn
  - 8.3 Decisions: None
  - 8.4 Applications outstanding with AVDC: Rear of the Bell/Haldi, 16 Windsor Road, The Laurels in Old Farm, 38 Glebe Close and 35 Cheddington Road
  - 8.5 AVDC Planning Forum: To receive feedback from the AVDC Planning Forum on 30/7/19 – Cllr Crutchfield
9. **SPORTS & LEISURE COMMITTEE & RELATED MATTERS – CLLR SAINTEY, CHAIR OF COMMITTEE**
  - 9.1 No meeting held in August so no report due.
  - 9.2 To approve remedial works required this month.
  - 9.3 Pavilion Phase II:
    - a) To note any response from AVDC re S106 grant application.
    - b) To resolve to progress via a D&B and not Traditional Procurement method.
    - c) To approve appointment of architect for RIBA Stages 4-6.
    - d) To consider/approve quotations for principal designer/CDMC for RIBA Stages 4-6.
    - e) To re-confirm appointment of Structural Engineer.
    - f) To note update on Mechanical/Electrical Engineer and QS.
  - 9.4 Leisure Development on Recreation Ground:
    - a) **Purchase of land:**
      - i. To approve acceptance of the restrictive covenant being imposed.
      - ii. To approve the terms of the sale and execute the Deed to purchase the leisure land.
    - b) **Play Space:**
      - i. To note all the updates and amendments required to bring the contract up to date and approve amending contract accordingly.
      - ii. To approve non re-installation of youth shelter at present.
      - iii. To approve re-appointment of CDMPC to provide CDM services.
      - iv. To consider/approve updated quote from Huck for removals
      - v. To consider/approve updated quote from Huck for installation
    - c) **Skate Park:** Work to commence once land within our ownership.

10. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**  
To note receipt of the draft minutes of the Staffing Committee meeting held 7/8/19 and receive update on the discussions.

Charity Matters:

11. **PITSTONE PARISH CHARITY:** To receive update from Parish Charity meeting held 5/9/19.  
12. **PITSTONE RECREATION GROUND CHARITY:** To note receipt of the draft minutes of the Charity meeting held 25/7/19.

Working Group Matters:

13. **YOUTH CAFÉ:**  
13.1 Volunteer Appeal: To receive update on any applications.  
13.2 Grant: To note/ratify submission of grant application to Local Area Forum and approve the contributions that will be required by the parish council if the grant is approved.  
13.3 Trip Policy: To consider/approve the policy for management of young people when on trips.  
13.4 Registration website: To note introduction of online registration and parental management system.
14. **HIGHWAYS/PATHS:**  
14.1 Pitstone and Ivinghoe Safety Scheme:  
a) To note feedback from presentation of Feasibility Study held 4/9/19.  
b) To consider/approve any application for LAF Transport Scheme funding for 2020/21 (application deadline 13/9/19)  
14.2 Foot/Cycle Path to Tring: Station Travel Plan survey live from 5/7/19.  
14.3 mVAS/Westfield Road:  
a) To consider/approve quotation for installation of ground screw.  
b) To consider/approve agreeing to terms required by Taylor Wimpey.  
c) To note update on grant funding towards a second mVAS.  
14.4 Non-official 'slow down' signs: To note the feedback from the LAT and to approve the costs, method of competition and duration signs will be erected etc.
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 Investigating bus to Tring station: Station Travel Plan survey live from 5/7/19.  
16.3 Community Car Scheme: To note updates.

Other Matters:

18. **DEVOLVED SERVICES:**  
18.1 VAHT grass: To consider & approve accepting additional devolved services from BCC in respect of grass verge cutting for Glebe Close and Yardley Avenue.  
18.2 Cheddington Road/Crispin Field: To consider/approve siding back the shrubbery along the alleyway and to note query raised with BCC regarding trees at this location.
19. **POLICY REVIEW:**  
19.1 Complaints procedure: To conduct annual review and approved updated policy.  
19.2 GDPR:  
a) To conduct annual review and approved updated full suite of policies, notices, forms and documents.  
b) To note updated advice from ICO re personal devices.  
19.3 Financial Regulations: To consider/adopt updated NALC Financial Regulations adapted for PPC.
20. **CONSULTATIONS:** To consider Buckinghamshire Council Community Board consultation and determine response (open until 30/9/19)
21. **INSURANCE:** To consider the outcome of the insurance review and associated quotations and decide which insurer to appoint and whether to enter a new long-term agreement.
22. **ITEMS RAISED BY PUBLIC:** None this month.

Financial Matters:

23. **MAKING TAX DIGITAL:** To note that the council is now registered and operational.
24. **FINANCIAL POSITION AND PAYMENTS:**
  - 24.1 To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor information for the month.
  - 24.2 To note position with debtor and agree any actions arising.
25. **INTERNAL CONTROLS:** Conduct all necessary internal controls and determine any issues arising.

Reports:

26. To note feedback from Play around the Parishes.
27. To receive feedback from TVP Local Policing Community Forum 1/8/19 – Cllr Crutchfield.
28. Note other reports, reminders, forthcoming events and agenda items for September 2019.

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