

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 29 November 2018
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.48pm

239/18 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Blunt, Cllr Dr Frearson, Cllr Mrs Crutchfield, Cllr Mrs Stoddart, Cllr Weber, Cllr Mrs Arney, Cllr Mitra plus the clerk: Mrs Eagling.

Others present: District Councillors S Jenkins & D Town; County Councillor A Wight; Cllr R McCarthy from Aldbury parish council; and 3 residents.

Apologies: It was **RESOLVED** to accept apologies from Cllr Hawkins (work commitment).

240/18 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

It was noted that all councillors have standing declarations of interest as the council, as a corporate body, is trustee of the Recreation Ground Charity and Pitstone Parish Charity. Cllr Nicholls declared an interest in the appointment of a replacement Editor for PPP. No other interests were declared.

241/18 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- 1) No questions were tabled by the public.
- 2) No councillors with declared interests wished to speak about those matters during the public session.

242/18 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight provided an update on unitary, the Remembrance Day services, the proposed Brownlow Bridge weight restriction (18.5 tonnes) potentially only being temporary whilst traffic assessments continued, and the County Council Christmas present appeal. District Councillor Town raised queries about the lack of progress by Taylor Wimpey towards adoption of the Castlemead highways and public open space, Cllr Wight is escalating within BCC. Cllr Mitra encouraged the County Council to work with the Canals & Rivers Trust to assess the weight capabilities of all the local bridges, so that diverted traffic could be properly managed rather than diverting the problem. There was no additional information that the council needed to consider relating to the current BCC consultations (see later minutes).
- 2) District Cllrs Town and Jenkins provided further information on unitary and advised that the number of councillors for our area was likely to decrease from 4.5 to 2 or 3. Cllr Saintey asked if the County & District Councillors would consider standing as independents for our area should they not be selected by the political parties. Council was advised that it was likely that the parish & town council elections would also be postponed for 12 months but final confirmation was pending passing of associated legislation.

243/18 MINUTES OF THE MEETING held on 25/10/18

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 25 October 2018 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

244/18 CLERK'S REPORT

The following updates to matters arising were noted but not discussed in detail, and are replicated below to aid members of the public:

Where third parties are responsible:

- 1) Castlemead Issues: Last dwelling occupied spring 2014. Taylor Wimpey advise that the remedial works for Westfield Road will potentially take place in January 2019.
- 2) Castlemead Lighting: Requirements for Phase V, and Phases I-V, submitted. BCC advise that adoption can't take place until post Westfield Road adoption (of which there has been no progress). BCC to adopt Westfield Road and industrial estate lighting in due course.

- 3) Castlemead Public Open Space Phase III: being negotiated by AVDC and TW. Taylor Wimpey advise that there are still Land Registry issues which their solicitor is investigating. This has been outstanding since 2006.
- 4) Rushendon Furlong Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards within the proposed new development on provision that the stipulated conditions and contributions are met. BCC to adopt highways prior to PPC adopting lighting.
- 5) Rushendon Furlong/BOAT: Works scheduled for Jan-Feb 2019. Path diversion circulated.
- 6) Rushendon Furlong Stile: BCC advise that this will be incorporated into the BOAT works in Jan/Feb 19.
- 7) Vicarage Road Open Space: PPC has agreed to adopt the open space within Vicarage Road post completion certificate being issued by AVDC & 2-year maintenance period by developer. S106 also provides for maintenance monies (£tbc).
- 8) Vicarage Road Development Street Lighting: the parish council has resolved that it would be willing to adopt the street lighting along Vicarage Road and within the development upon conclusion of the development. BCC to adopt highways prior to PCC adopting lighting.
- 9) Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): site visit undertaken 15/11/18 with PPC, BCC and Bellway. ETA February 2019 onwards.
- 10) Land off Westfield Road/The Mounds: awaiting details from Taylor Wimpey's legal department. TW installing fencing between industrial units and "the mounds" to further deter motorbikes.
- 11) First Time Sewerage for Cheddington Road: Anglian Water road closure 7/11-21/12/18 & 2/1-10/1/19 in Cheddington Road plus 11/1-25/2/19 at Wellington Place.
- 12) Community Governance Review/Review of parish councillor numbers: No objections received from further consultation. Will be considered/approved by AVDC full council on 12/12/18.
- 13) BCC Freight Strategy: 18.5 tonne weight limit to be imposed on Brownlow Bridge following structural assessment by Canal & Rivers Trust.
- 14) AVDC/BCC initiative re Parking on Pavements: Cllrs Frearson/Crutchfield to undertake site visit with District Cllr Town. Update post next LAF.
- 15) VAHT lighting: VAHT investigating bollard/path lighting on behalf of residents and could apply for grant funding if they are all supportive
- 16) Public Transport Infrastructure: the bus shelter and three real-time information panels have been installed but one displayed a fault, so BCC will be returning to install the fourth unit shortly. Data not yet being displayed.
- 17) Cricket Club measures re recreation ground: waiting for feedback from Cricket Club

Within the scope of the parish council:

- 1) Tennis/Netball/5-aside floodlit court: No action can be taken by the parish council at this point. Unable to progress until the landowner can negotiate.
- 2) Village web site: (1) Cllr Nicholls creating a planning section & reviewing architecture of attachments (2) Cllr Nicholls creating Whistle Blowing/Safeguarding page.
- 3) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 4) The Pightle Open Space: Cllr Weber investigating land ownership
- 5) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls
- 6) Quarry signage: Cllr Arney drafting
- 7) Local Green Space by The Crescent: (a) repairs to wooden fencing & fencing adjoining charity field completed (b) kissing gate installation completed (c) Land Registry documents now received (d) daffodil bulbs planted here & along Marsworth Rd
- 8) LED roll out to Yardley Avenue: 9 replacement LED lanterns being installed 10 December 2018 along with 2 lamp repairs (Rushendon Furlong & Crispin Field)
- 9) Silent Soldiers: both received and installed. To remain in situ until end December 2018 and removed to storage.
- 10) Public Sector Bodies (websites and mobile applications) Accessibility Regulations 2018: Accessibility Statement with link to Enforcement Procedure needs to be based on standard template which is being issued by central Government in early 2019. Draft to therefore be issued once available.
- 11) Opt to Tax pavilion: application ongoing
- 12) Tree planting on recreation ground: waiting for installation date from the contractor – weather dependant

245/18 **CORRESPONDENCE**

The list of correspondence received during the month was noted. The Bucks Home Choice Allocations Policy consultation (open until 7/1/19) had been received and would be added to the 3/1/19 meeting agenda.

Committee Matters:

246/18 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) Applications:
 - a. **77 Windsor Road, 18/03907/APP**, single-storey rear extension and forming of a side door into garage. No objections had been received as a result of the Neighbour Notifications and publicity. Following consideration of the application, it was **RESOLVED** to advise AVDC that the parish council had no objection to the application.
Two residents, the applicants, departed the meeting.
 - b. **Sports Pavilion on Marsworth Road, 18/04002/APP**, extension and refurbishment of the existing Sports Pavilion to be provided with new upgraded changing facilities, social area, support functions and ground maintenance facility. The parish council is the applicant. The application has been circulated to the user groups, advertised on the website, Facebook page, Twitter feed and noticeboards plus advertised on the agenda and discussed at full council. It was **RESOLVED** to remind AVDC that the parish council was the applicant and state that no objections had been received.
- 2) Decisions:
 - a. **The Coach House, Erleigh Manor, Vicarage Road, 18/03335/APP**, Demolition of double garage building (with storage loft), single storey extension to South East of Coach House, 2 storey extension to South West of Coach House. Addition of dormers to existing Coach House. Changes and additions to doors, windows and rooflights throughout. Changes to driveway and car parking arrangements. Changes to site boundary treatments. AVDC Approved (PPC tendered no objections).
 - b. **46 Windsor Road, 18/03418/APP**, new pitched roof to garage: AVDC Approved (PPC tendered no objections)
- 3) Outstanding Applications: The following applications were noted as being outstanding with AVDC: the Pitstone Development Area residential application & 131 Yardley Avenue. The appeal process continues re 7 Church Road.

247/18 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**

- 1) It was noted that the committee meeting scheduled for 8/11/18 had been cancelled.
- 2) Pavilion Improvements: It was noted that the planning application remained live with AVDC and that the search for grant funding continued.
- 3) Recreation Ground: The vandalism relating to the bicycle in the tree and the damage to the flood-lights was noted. It was **RESOLVED** to commission two replacement LED lanterns at a cost of £245 + VAT per unit, as it was important that the area was lit.

248/18 **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**

Council indicated general approval of the proposals regarding extra staffing and a full proposal would be submitted by the staffing committee for the next meeting.

249/18 **PITSTONE PARISH CHARITY**

- 1) There had been no charity meeting during the month and therefore no report to note.
- 2) It was **RESOLVED** to re-apply to the Parish Charity regarding acquisition of the land required for the leisure developments by the recreation ground, repeating the parish council's previous offer and copying the charity's legal advisors.

250/18 **PITSTONE RECREATION GROUND CHARITY:**

It was noted that the charity had a meeting scheduled for 29/11/18.

Matters Raised by the Working Groups:

251/18 **YOUTH CAFÉ:**

- 1) New equipment: It was noted that an update on the AVDC micro grant application was anticipated by end November, and that the young attendees had raised £40 contribution towards the project.
- 2) Action4Youth Annual Conference/Mental Health Seminar: Cllr Mitra provided feedback from this event which took place on 1/11/18.

- 252/18 **HIGHWAYS AND PATHS**
- 1) Pitstone & Ivinghoe Safety Scheme: BCC placed order for Feasibility Study. Timescales to be advised.
 - 2) Cycle-path to Tring: Further feedback anticipated from Herts County Council by the end of December. HCC have placed an order for the vegetation between the roundabout and Marshcroft Lane to be cut back.
- 253/18 **PITSTONE DEVELOPMENT AREA**: It was noted that the S106 was still awaiting signature by all parties and AVDC would not grant planning until this agreement was complete.
- 254/18 **COMMUNITY AND PUBLIC TRANSPORT**
- 1) Community Bus Transport Survey: It was **RESOLVED** to revisit the survey.
 - 2) Investigating bus to Tring station: It was noted that the potential local partner was investigating feasibility/costs. It was **RESOLVED** to contact Tring Station about the possibility of conducting a survey on site.
 - 3) Community Car Scheme: Council consider extended duties proposal to fulfil the Co-ordinator Role, see 'Staffing Committee' section. The Chairman to undertake a series of meetings around the village in December/January to appeal for volunteer drivers. No response received from notice-boards and electronic media. DBS checks in progress.

Other Matters:

- 255/18 **DEVOLVED SERVICES**
- 1) It was noted that due to Unitary, BCC proposed to issue a single one-year contract instead of the proposed 4-year contract. It was **RESOLVED** that the Parish Council would therefore extend the existing contractors we have for fulfilment by one-year, and then re-tender in line with any new full contract from the new unitary council.
 - 2) No further devolved services remedials were noted.
- 256/18 **BALC TRAINING**: It was **RESOLVED** to meet the costs associated with Cllr Frearson attending "Chairmanship Skills" training on 26/2/19 (£38.32).
- 257/18 **PARISH ONLINE**: It was **RESOLVED** to renew the annual subscription to this mapping software (£50 + VAT).
- 258/18 **BBOWT EXPRESSWAY CHALLENGE**: It was **RESOLVED** not to donate or publicise the campaign.
- The County and District Councillors departed the meeting.
- 259/18 **NEW EDITOR FOR PPP**: Cllr Nicholls declared an interest and departed the meeting. Cllr Saintey chaired this agenda item. Cllr Stoddart was thanked for her initial interest in the role. It was **RESOLVED** that Cllrs Blunt, Saintey and Stoddart would interview the applicants during December, so that the recommendation could be ratified by full council at the 3/1/19 full council meeting.
- 260/18 **CONSULTATIONS:**
- 1) BCC School Transport Consultation (open until 4/1/19): It was **RESOLVED** to respond to BCC with the following points (1) SEND children should not be disadvantaged (2) the parish council had concerns about the capacity/capability of the No 61 bus being able to meet all the need for the high volume of children attending Tring school (3) that the County Council should consider the adverse impact on the general public of diverting 3 bus full of school children onto the public bus (4) that regardless of the outcome, BCC should minimise stress of the change for parents and children (5) to point out that BCC retain the statutory responsibility for ensuring these children have adequate transport to school, regardless of whether this is fulfilled via public bus.
 - 2) BCC Local List Consultation (open until 3/12/18): It was **RESOLVED** that no response to this consultation was necessary.
 - 3) Chiltern Conservation Board AONB Management Plan Consultation (open until 31/12/18): It was **RESOLVED** that no response to this consultation was necessary.
 - 4) Herts County Council School Admission Consultation 2020/21 (open until 6/1/19): It was **RESOLVED** that no response to this consultation was necessary.

Financial Matters:

- 261/18 **FINANCIAL POSITION AND PAYMENTS**
- The council noted the bank reconciliation, income, expenditure, debtors and creditors' information plus the monthly budget summary. It was **RESOLVED** to make the payments and transfers outlined in the monthly financial summary. Two councillors authorised the

transactions for BACS transfer and initialled the corresponding paperwork. The chairman was duly authorised to sign the monthly summaries.

- 262/18 **DECEMBER PAYMENTS:** As the December meeting has been moved to 3/1/19, it was **RESOLVED** that two members could undertake to approve the BACS transfers for December (eg payroll) electronically during December.
- 263/18 **INTERNAL CONTROLS:** The regular internal controls had been conducted with no amendments requested or issues arising.
- 264/18 **BUDGET AND 3-YEAR PLAN:** It was noted that AVDC had confirmed that the tax base figure would remain (over-inflated last year and therefore reduced this year). Following discussion of the various options, it was **RESOLVED** that council wished to precept for the projects/expenditure previously discussed and acknowledged that the depleted reserve base would produce a high percentage year-on-year difference, but this would only represent an increase of approximately £25 per household per annum. It was **RESOLVED** to include a provision of £1k towards surveys/consultation work regarding a potential bus to Tring station and a community bus. It was **RESOLVED** that the clerk would re-work the figures for Option 1 and represent in December for approval at the 3/1/19 meeting.

Other Reports:

265/18 OTHER REPORTS

- 1) Cllr Mitra provided feedback from the BMKALC AGM on 9/11/18.
- 2) Cllr Saintey provided feedback from the AVALC AGM on 3/11/18 and it was **RESOLVED** that council wished to organise a tour of Aylesbury Court.
- 3) Cllr Crutchfield provided feedback from the Pitstone Memorial Hall Charity AGM on 12/11/18. It was noted that the Charity were seeking additional trustees and a secretary.
- 4) Cllr Saintey provided feedback from the Pitstone & Ivinghoe Entertainments Bonfire & Firework Event on 3/11/18. It was **RESOLVED** to write and formally thank PIE for the excellent cleaning up operation.

Cllr Mitra departed the meeting.

- 5) Cllr Saintey provided feedback from the BMKALC Parish Liaison/TfB Surgery/BCC 1-year devolution meeting held 28/11/18.
- 6) Cllr Saintey thanked those involved with the Remembrance Day service at Pitstone Memorial Hall.
- 7) The other reports were noted.

266/18 THE FOLLOWING REMINDERS WERE NOTED

- Parish Council meetings: 3/1/19, 31/1/19, 28/2/19, 28/3/18, 25/4/19, 23/5/19, 27/6/19, 18/7/19, 5/9/19, 26/9/19, 31/10/19, 28/11/19 & 2/1/2020.
- Sports and Leisure Committee meetings: 13/12/18, 10/1/19, 14/2/19, 4/4/19, 9/5/19, 13/6/19, 11/7/19, 8/8/19 tbc (potentially no August meeting), 12/9/19, 10/10/19, 14/11/19, 12/12/19.
- Annual parish assembly: 14/5/19
- Annual thank you event for volunteers: 17/1/19
- PPP Publication dates: January, April, July and October.
- Parish Election 2 May 2019 (tbc). First parish council meeting must take place within 21 days.
- Play space planning expires April 2019
- Play around the Parishes 2019 – booked for am on Fri 2/8/19 and pm on Thurs 15/8/19
- Christmas Lights will be operational from 1st Sunday of Advent, 3pm-1am nightly, to be taken down and put back into storage before 12th night after Christmas.
- Workplace pension contribution increases become effective 6/4/19
- Unitary established 1/4/2020 with elections 7/5/2020
- Parish Liaison meeting 27/3/19

267/18 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 3/1/19. It was noted that the following would appear on the agenda:

- Approval of budget and precept requirement
- Consideration/approval of PPP submissions (deadline 4 January 2019)
- 31 December 2019, the parish council will have been in existence for 125 years
- Annual review of Events and Open Space Hire Policy due
- Quarterly review of clerk's hours/overtime

- Quarterly finance update from P&IUFC on S&L agenda
- Bucks Home Choice Allocations Policy consultation (closing date 7/1/19)

No further agenda items were requested.

268/18 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.48 pm.

Signed: _____
Chairman

Date: 3 January 2019