

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 3 January 2019
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.10pm

269/18 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chair), Cllr Sainley (Vice Chair), 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;
and 2 residents.

Apolgies: It was **RESOLVED** to accept apologies from Cllr Hawkins, Cllr Blunt,
Cllr Frearson, Cllr R McCarthy from Aldbury parish council and Mrs Broadbent (Memorial Hall
book-keeper).

270/18

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.
Cllr Sainley declared an interest as a member of the National Trust Ashridge Estate committee
and as an allotment tenant.
Cllr Crutchfield declared an interest as an allotment tenant/member of PAA and as a trustee to
Pitstone Memorial Hall charity.
No other interests were declared.

271/18

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.

272/18

RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

1) County Cllr Wight provided an update on the BCC Christmas present appeal; the
home to school transport consultation which closes on 4/1/19 and the Thames Valley
Police consultation closing on 9/1/19. Cllr Wight responded to a question raised by
Cllr Sainley regarding out of county school transport.
2) District Cllr Jenkins provided further information on the Oxford Cambridge
Expressway, planning enforcement, Greatmoor Energy from Waste and the scrutiny
committee. It was **RESOLVED** to try and arrange a site visit for the newer members
of council.
3) District Cllr Town provided an update on outstanding planning applications and
confirmed that there would be one more round of AVDC New Homes Bonus funding
this summer (possibly with an earlier deadline around June). District Cllr Town took
onboard feedback regarding yellow site notice positioning.

273/18

MINUTES OF THE MEETING held on 29/11/18

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on
29 November 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. 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.
- 2) Castlemead Lighting: Requirements for Phase V, and Phases I-V, submitted. BCC

- 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.
 - 4) Rushendon Furlong Street Lighting: the parish council has agreed with Crudace 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 7 Jan- mid Feb 2019.
 - 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 (£100k).
 - 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 PPC 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) PDA: £58,800 per hectare open space land; £74k towards enhancing local bus services; £216,584 sports & leisure contribution and £37k contribution to Pitstone Safety Scheme. 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.
 - 12) First Time Sewerage for Cheddington Road: Anglian Water road closure 7/11-21/12/18 & 21-10/1/19 in Cheddington Road plus 11/1-25/2/19 at Wellington Place.
 - 13) Community Governance Review/Review of parish councillor numbers: Increase to 11 members approved by AVDC full council on 12/12/18. Reorganisation order now needs to be laid (probably during January). Won't take effect until next full election (May 2020).
 - 14) BCC Freight Strategy: 18.5 tonne weight limit to be imposed on Brownlow Bridge following structural assessment by Canal & Rivers Trust.
 - 15) AVDC/BCC initiative re Parking on Pavements: Cllrs Frearson/Crutchfield to undertake site visit with District Cllr Town. Update post next LAF.
 - 16) VAHT lighting: asked VAHT to investigate bollard/path lighting on behalf of residents and apply for grant funding
 - 17) Public Transport Infrastructure: four real-time information panels now all installed and operational. Will be owned and maintained by BCC.
 - 18) Cricket Club measures re recreation ground: waiting for feedback from Cricket Club. Groom advised that netting over the fencing was not required.
- 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 Frightie 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) 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.
 - 8) LED Roll Out: 9 lanterns installed in Yardley Avenue. UK Power Networks now updated UMSO certificate and supplied to Eon for associated energy saving.
 - 9) Opt to Tax pavilion: application ongoing
 - 10) Tree planting on recreation ground: all trees installed 17/12/18. Strictly No Golf sign also erected near rear car park.
 - 11) Court tour: no date yet provided.

The list of correspondence received during the month was noted.

Committee Matters:

276/18 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

1) Applications:

- a. 20 Crispin Field, 18/04311/APP, single-storey rear and two storey side & rear extension. No objections had been received as a result of the council's notification program. It was RESOLVED to advise AVDC that the parish council had no objection to this application. It was also RESOLVED to advise AVDC that the yellow site notice had been erected at the outside number 2 instead of 20.
- b. 43 Marsworth Road, 18/04540/APP, single storey side and rear extension. No objections had been received as a result of the council's notification program. It was RESOLVED to advise AVDC that the parish council had no objection to this application. It was also RESOLVED to advise AVDC that the yellow site notice had been removed.

2) Decisions:

- a. 7 Church Road, 18/00069/FTHA, erection of outbuilding to frontage. Planning Inspectorate approved appeal and granted permission (PPC tendered no objections).
- b. Land Adjacent to Allotment Gardens, Marsworth Road, 17/01871/APP, Pitstone Residential development comprising 74 dwellings, creation of two new accesses, car parking, leisure facilities, landscaping and associated works. AVDC approved (PPC tendered support and comments).

3) Outstanding Applications: The following applications were noted as being outstanding with AVDC: 131 Yardley Avenue, 77 Windsor Road, Sports Pavilion on Marsworth Road.

4) Planning Consultation: It was RESOLVED that no response was required to the current government permitted development consultation.

277/18 SPORTS AND LEISURE COMMITTEE – CLLR SAINTY, CHAIR OF COMMITTEE

- 1) No report due. Next committee meeting scheduled for 14/2/19.
- 2) Pavilion improvements: It was noted that the planning application remained live with AVDC (determination date eta 4/1/19) and that the search for grant funding continued. Plank in Windsor Road playground: Quotations were considered. It was RESOLVED to commission a repair of the swinging plank (as opposed to replacement) and the quotation from J Leonard of £310.00 from accepted.

278/18 STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE

Next meeting scheduled for 10/1/19. No report due.

279/18 PITSTONE PARISH CHARITY

- 1) There had been no charity meeting during the month and therefore no report to note.
- 2) No response had been received from the charity re the council's application to purchase the leisure land (legal advisors were closed for Christmas).

280/18 PITSTONE RECREATION GROUND CHARITY:

It was RESOLVED to note receipt of the minutes of the Recreation Ground Charity meeting held 29/11/18.

Matters Raised by the Working Groups:

281/18 YOUTH CAFE:

It was noted that AVDC New Homes Bonus had approved a grant of £800 to the youth cafe and that the Chairman had entered into the agreement on behalf of the parish council. The young people had raised £40. PFC had previously resolved to contribute £180. It had been possible to secure the equipment at a reduced price in the January sale, leaving £120 available. It was noted that AVDC NHB had granted permission for this to be utilised for further capital equipment purchases for the youth cafe. It was RESOLVED that the parish council would permit the same with their portion of the funds.

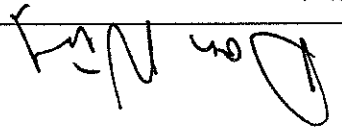
282/18 HIGHWAYS AND PATHS

- 1) Pitstone & Ivinghoe Safety Scheme: BCC placed order for Feasibility Study. Meeting with BCC, TTB and Ivinghoe PC arranged for 16/1/19.
- 2) Cycle-path to Tring: Awaiting further feedback from Herts County Council.

- 283/18 PITSTONE DEVELOPMENT AREA:**
- 1) **Planning:** It was noted that A/DC had granted planning for the 74 dwellings, leisure facilities etc (see minute 276/18.2b).
 - 2) **Developer:** It was **RESOLVED** to engage with the developer regarding:
 - a. Reminders of their agreement to market the commercial parcels
 - b. Timing of leisure facilities/parking and impact upon council and hall charity land
 - c. Re-engage with possibility of resurfacing for the hall car park
- 284/18 COMMUNITY AND PUBLIC TRANSPORT**
- 1) **Community Bus Transport Survey:** Survey being re-visited. BCC confirmed an approximately £7k carried over from infrastructure project.
 - 2) **Investigating bus to Tring station:** The update from West Midlands Trains was noted. Council now awaiting a meeting date.
 - 3) **Community Car Scheme:** Staffing Committee meeting 10/1/19. Cllr Nicholls meeting with community groups during January and February to recruit additional drivers.
 - 4) **New Bus Shelter:** It was **RESOLVED** to accept ownership of the new bus shelter at the end of Rushendon Furlong from BCC and add this to our insurance and asset register. It was further **RESOLVED** to add this shelter to the monthly cleaning contract (£15 per shelter per month).
- Other Matters:**
- 285/18 DEVOLVED SERVICES:**
- 1) No contract yet received from BCC.
 - 2) No further devolved services remedies were noted. Vicarage Road/Upper Icknield Way landowner cut back boundary hedge.
- 286/18 PPP:**
- 1) It was **RESOLVED** to approve the parish council submissions for PPP plus add information about the postponement of the 2019 elections.
 - 2) It was **RESOLVED** that Cllrs Arney and Crutchfield would work on an article to celebrate 125 years of the parish council in December, and to display an exhibition of achievements at the Annual Assembly in May.
 - 3) The Chairman withdrew and took no part in the following discussions/voting. Cllr Saintry chaired this agenda item. It was **RESOLVED** to appoint Ms Stephanie Nicholls as the new Editor of PPP and carry out publicity to make residents aware. Cllr Stoddard volunteered to assist Ms Nicholls if required eg for holiday cover and was thanked for her kind offer.
 - 4) It was **RESOLVED** to purchase a bouquet of flowers and thank you card for the departing Editor, to be presented at the volunteer event on 17/1/19.
 - 5) Cllr Nicholls resumed the Chair.
- 287/18 ALLOTMENTS:**
- Cllrs Saintry and Crutchfield withdrew and did not take part in the discussions/voting for the following items.
- 1) **License:** It was **RESOLVED** to renew the annual licence to Pitstone Allotment Association and two members were authorised to sign on behalf of the council.
 - 2) **PAA annual membership fee:** It was **RESOLVED** to approve the PAA intention not to increase their annual membership fees this March, as tenants will already be paying for 18 months on this occasion.
 - 3) **PFC Tenancy Fee:** It was **RESOLVED** that the parish council would not increase their annual tenancy fees this March, as tenants will already be paying for 18 months on this occasion.
 - 4) **Out of Parish Requests:** As the parish was under its allotment provision ideal, and has a statutory obligation to parish residents, it was **RESOLVED** that the allotment site should remain for Pitstone residents only. However, it was **RESOLVED** that PAA should revert the parish council again if/when a situation ever arises where empty plots exist and there are no Pitstone residents on the waiting list. Cllrs Saintry and Crutchfield re-joined the meeting.
- 288/18 POLICY/DOCUMENT REVIEW:**
- 1) It was **RESOLVED** to adopt the updated Events and Open Space policy and the Chairman was duly authorised to sign on behalf of the council.
 - 2) It was **RESOLVED** to update the Major Projects leaflet and include sections on (1) new village centre (2) leisure development at recreation ground (3) improvements at pavilion site and (4) highways and transport matters. Draft to be circulated in due course.

289/18	CONSULTATIONS:	1) BCC Minerals and Waste Local Plan Modification: It was RESOLVED that no response was necessary from the council. 2) BCC Home Choice Allocations Policy: It was RESOLVED that no response to this consultation was necessary.
290/18	MEMORIAL HALL BOOKING UPDATE:	It was RESOLVED to approve the release of the 6.45-7.15pm slots at the hall, one week prior to the booking, if they were not required for a meeting by the council.
291/18	PARISH ELECTIONS DELAYED UNTIL 2020:	It was noted that MHCLG had confirmed that the parish & town elections, along with District Council elections, had been postponed until May 2020. It was noted that members terms of office had therefore been extended by 12 months. Considering additional seat for Pitstone at next election, it was RESOLVED to advise the forthcoming opportunity to members of the public.
		One member of the public plus both District Councillors departed the meeting.
292/18	STREET LIGHTING:	The discontinuance of SOX bulbs within the industry later this year was noted, along with our inventory holding and failure rate. It was RESOLVED to request Lamps & Tubes illuminations (1) retain any removed SOX lanterns for re-use in the event of failures (2) to purchase 20 SOX bulbs, to be held by L&T, for future use by PPC in the event of failures (3) to continue with LED roll out at £7k for 2019/20, and to continue replacement in road batches rather than ad-hoc with failures.
Financial Matters:		
293/18	GRANTS AND DONATIONS:	Clr Crutchfield withdrew and did not take part in the discussion/voting for this item. It was RESOLVED to award a grant of £3k to Pitstone Memorial Hall charity towards the repair of fascia, soffits and guttering. Clr Crutchfield re-joined the meeting.
294/18	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 outstanding payments and transfers (some having been approved electronically at the end of December eg payroll) outlined in the monthly financial summary. Two councillors authorised the transactions for BACS transfer and initialised the corresponding paperwork. The chairman was duly authorised to sign the monthly summaries.
295/18	INTERNAL CONTROLS:	The regular internal controls had been conducted with no amendments requested or issues arising.
296/18	BUDGET AND 3-YEAR PLAN:	1) It was RESOLVED to approve the budget for 2019/20. Total estimated expenditure (including capital projects valued at £249,753) of £393,045. 2) It was RESOLVED to approve the draft three-year plan. 3) It was RESOLVED to set a precept request of £123,500, an equivalent of £96.72 per band D property per annum. 31.94% increase on previous year due to (a) Tax base reduced by AVDC to 1,276.82 following over estimation last year (b) All previous reserves now having been depleted as utilised to keep precept low over previous years (c) limited tax increase over previous years (d) capital program.
297/18	HP CASHBACK PROMOTION:	It was RESOLVED to participate in the HP promotion and claim cashback of £75 on recent purchase and potentially one further claim for £75.
Other Reports:		
298/18	OTHER REPORTS	1) Feedback from SLC branch meeting 7/12/18 was noted. 2) mVAS report to November 2018 was noted. 3) The other reports were noted.
299/18	THE FOLLOWING REMINDERS WERE NOTED	
		Parish Council meetings: 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 & 2/12/20. Sports and Leisure Committee meetings: 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.
		3 January 2019
		5
		7/1/19

Signed:



Chairman

Date: 31 January 2019

30/1/18 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.10 pm.

No further agenda items were requested.

- Select winner of Volunteer of Year
- Receive feedback from meeting with PLE 7/1/19 – Cllrs Nicholls & Crutchfield

300/18 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 31/1/19. It was noted that the following would appear on the agenda:

- Staffing committee: 10/1/19
- Annual parish assembly: 14/5/19
- Annual thank you event for volunteers: 17/1/19
- PFP Publication dates: January, April (deadline 5/4/19), July (deadline 5/7/19) and October.
- Parish and Unitary Elections 7/5/2020.
- 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 (Unitary and Parish) 7/5/2020.
- Chairmanship Skills BALC Training for Cllr Frearson 26/2/19.
- BCC/BMKALC Parish Liaison meetings 27/3/19, 19/6/19.
- Provisional date for PLE Summer Festival 14-16 June 2019.
- Meeting with Chair of PLE 7/1/19 – Cllrs Nicholls & Crutchfield.
- Parish Council 125 years old on 31/12/19.
- Moving Towards Unitary meeting 7/3/19 6-7.30pm Chesham Town Hall – Cllr Mitra.
- TFB/IPC meeting re Safety Scheme 16/1/19 at 11.30 – Cllrs Sainley, Mitra and Crutchfield attending.
- TFB conference 26/6/19 at The Gateway
- Ashridge Woodland Management Plan Consultation Event 22/1/19 – Cllrs Sainley & Mitra attending