

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 31 January 2019  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 9.35pm

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## 302/18 ATTENDANCE AND APOLOGIES

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

Others present: Mr J Wheeler and Mrs E Burton of Pitstone & Ivinghoe Entertainments, Cllr R McCarthy of Aldbury Parish Council plus one resident.

Apologies: It was **RESOLVED** to accept apologies from Cllr Mrs Stoddart, Cllr Weber, Cllr Blunt, District Councillors S Jenkins & D Town and County Councillor A Wight.

## 303/18 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 Saintey 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. The clerk declared a pecuniary interest in matters relating to salary. No other interests were declared.

## 304/18 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.

## 305/18 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight had submitted a written report which had been circulated to all members.
- 2) No District Councillors present.

## 306/18 MINUTES OF THE MEETING held on 3/1/19

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 3 January 2019 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

## 307/18 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 now likely to take place in Spring. Some residential road remedial works, starting with phases 2 & 3, then 1 & 4, potentially to take place before end March. Suggested timescale 6-8 months from commencement.
- 2) Castlemead Lighting: Requirements for adoption re-submitted to TW at their request. 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. They intend to start remedial works this month and hope to transfer to AVDC by the end of this quarter.
- 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 w/c 4 Feb for a period of 6 weeks.

- 6) Rushendon Furlong Stile: BCC advise that this will be incorporated into the BOAT works in Feb/March 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) 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.
- 11) 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 works in progress and continue until 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

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) 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) Opt to Tax pavilion: HMRC approved Option to Tax, effective from 1/1/19 for at least 20 years.
- 9) Court tour: no date yet provided.
- 10) 125-year commemoration: Cllrs Arney and Crutchfield working on exhibition for Annual Assembly in May and an article in winter PPP (anniversary 31/12/19).

308/18 **CORRESPONDENCE**

The list of correspondence received during the month was noted.

- 1) The Rights of Way Improvement Program Parish Council Survey (open until 15/4/19) was noted and it was **RESOLVED** to add this to the February agenda. Cllrs Arney, Stoddart & Mitra (RoW representatives) to make recommendation to council.
- 2) It was **RESOLVED** to issue a permit for road-side advertising at the Recreation Ground for the Pictures at an Exhibition concert by Beacon Community Choir.
- 3) It was **RESOLVED** to sign-up for the BETA Making Tax Digital program with HMRC.
- 4) It was **RESOLVED** to offer the remaining places on the Greatmoor Energy from Waste visit to members of Ivinghoe Parish Council.

309/18 **PITSTONE & IVINGHOE ENTERTAINMENTS GRANT APPLICATION**

- 1) It was **RESOLVED** to bring forward this agenda item so that the representatives from Pitstone & Ivinghoe Entertainments could then depart the meeting if they wished.
- 2) Mr Wheeler answered the questions raised by members of the council.
- 3) The council was supportive of these events, organised by the community for the community, and it was **RESOLVED** to award a grant of £2,000 to Pitstone & Ivinghoe

Entertainments towards the 2019 bonfire/fireworks event at Pitstone pavilion. This had been provisioned within the budgeting process for 2019/20 and would be paid to PIE w/c 1/4/19.

- 4) It was noted by PIE that this grant did not imply that funding would be available in future years and it was hoped by both parties that PIE would return to being able to award grants to community groups in the future.
- 5) Mr Wheeler and Mrs Burton were thanked for attending the meeting.

Mr Wheeler & Mrs Burton from Pitstone & Ivinghoe Entertainments plus Cllr R McCarthy from Aldbury Parish Council then departed the meeting.

#### **Committee Matters:**

#### **310/18 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) Applications:
  - a. **72 Vicarage Road, 19/00063/APP**, single storey rear extension. The parish council had received no objections from residents as a result of our notification program. It was **RESOLVED** to advise AVDC that the parish council had no objection to this application & to advise AVDC that no yellow notice was on display.
  - b. **7 Queen Street, 19/00071/APP**, proposed second cross over and renovate existing so both identical. The parish council had received no objections from residents as a result of our notification program. It was **RESOLVED** to advise AVDC that the parish council had no objection to this application & to advise AVDC that no yellow notice was on display.
  - c. **Safran, Westfield Rd, 19/00193/APP**, replacement gatehouse building. The parish council had received no objections from residents as a result of our notification program. It was **RESOLVED** to advise AVDC that the parish council had no objection to this application & to advise AVDC that no yellow notice was on display.
- 2) Decisions: None.
- 3) Outstanding Applications: The following applications were noted as being outstanding with AVDC: 131 Yardley Avenue, 77 Windsor Road, Sports Pavilion on Marsworth Road, 20 Crispin Field and 43 Marsworth Road.

#### **311/18 SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**

- 1) No report due. Next committee meeting scheduled for 14/2/19.
- 2) Pavilion Improvements: It was noted that AVDC had requested an extension of time to determine the planning application from 4/1/19 to 8/3/19. It was also noted that the search for grant funding continued.
- 3) PAA: It was noted that PAA had secured a grant to install raised beds at the allotment site to assist the less able. It was **RESOLVED** to congratulate PAA and publicise on PAA's behalf.

#### **312/18 STAFFING COMMITTEE – CLLR NICHOLLS IN CLLR BLUNT'S ABSENCE**

- 1) It was **RESOLVED** to note receipt of the minutes of the committee meeting held on 10/1/19.
- 2) Parish Assistant:
  - a. It was **RESOLVED** to recruit a home-based parish assistant, 35 hrs per month, £9.02 per hour, and **RESOLVED** to purchase any associated necessary hardware eg laptop.
  - b. It was **RESOLVED** to advertise on the website, Facebook page, Twitter feed, noticeboards and at Masons. It was **RESOLVED** to ask Brookmead School, BVCL and/or Windmill Preschool if they could advertise. Application deadline Wed 6/3/18 to allow 3 clear weeks for interviews etc and then discussion at 28/3/19 full council meeting.
- 3) Overtime: The clerk did not participate in these discussions. It was **RESOLVED** to approve the Staffing Committee recommendation and approve the payment of 17 hrs of overtime to the parish clerk for work undertaken at council's request.
- 4) NJC Salary Scales:
  - a. The clerk did not participate in these discussions.
  - b. It was **RESOLVED** to approve adoption of the NJC Salary Scales for 2019/20 effective 1/4/19.
  - c. It was **RESOLVED** to also approve one SCP increase for the Parish Clerk, effective 1/4/19.

- 5) Volunteer/Staff Event 17/1/19: Volunteers had provided feedback that they had very much appreciated and enjoyed the evening. It was **RESOLVED** to repeat next year and accept the associated costs.

313/18 **PITSTONE PARISH CHARITY**

- 1) There had been no charity meeting during the month and therefore no report to note.
- 2) No official response had been received from the charity re the council's application to purchase the leisure land (legal advisors were closed for Christmas).
- 3) It was **RESOLVED** to approach AVDC re the play space planning permission deadline to see if an extension was possible.

314/18 **PITSTONE RECREATION GROUND CHARITY:**

It was noted that there was a Recreation Ground Charity Meeting scheduled for later on 31/1/19.

**Matters Raised by the Working Groups:**

315/18 **YOUTH CAFÉ**

- 1) New equipment: It was noted that the new equipment was now all in place and very well received by the young people.
- 2) Action for Youth/LAF funded project: It was **RESOLVED** to permit the LAF funded Action for Youth project to take place at the youth café. Project team to update the young people on the activity already planned (multi-use ball court, new play space, skate park and pavilion redevelopment) so that the exercise could focus on other areas to ensure LAF/parish get best value.

316/18 **HIGHWAYS AND PATHS**

- 1) Pitstone & Ivinghoe Safety Scheme: It was **RESOLVED** to note receipt of the minutes of the meeting with BCC, TfB and Ivinghoe PC held on 16/1/19. TfB to hold update meeting in April 2019. Report estimated July 2019.
- 2) Cycle-path to Tring: Herts County Council advised vegetation cut-back would occur before end of financial year. HCC will review draft questionnaire post meeting with West Midlands Trains (see minute 318/18 below).

317/18 **PITSTONE DEVELOPMENT AREA**

- 1) Planning: Planning Satisfaction Date 14/2/19.
- 2) Developer: NKH advised that would be in better position to liaise with the parish council once the contractual dates and timescales had been determined.

318/18 **COMMUNITY AND PUBLIC TRANSPORT**

- 1) Community Bus Transport Survey: Survey being re-visited.
- 2) Investigating bus to Tring station: The update from West Midlands Trains was noted. The Parish Council is now awaiting to be advised of the meeting date.
- 3) Community Car Scheme:
  - a. Council has now resolved to recruit a Parish Assistant to fulfil the co-ordinator role (see minute 312/18 above)
  - b. Six potential new drivers expressed interest following Cllr Nicholls appeal at St Mary's Church. Cllr Nicholls to conduct similar appeals at the WI and Chapel Fellowship in February.

**Other Matters:**

319/18 **DEVOLVED SERVICES**

- 1) Contract: It was **RESOLVED** to enter into the 12-month Local Council Devolution Agreement Variation with BCC and two members were authorised to sign on behalf of the parish council.
- 2) Contract Fulfilment:
  - a. It was **RESOLVED** to extend the footpath strimming contract with Reg Porter for 12 months in line with the above. It was **RESOLVED** to accept the increase from £290 to £300.
  - b. It was **RESOLVED** to extend the grass cutting, siding out, footpath strimming contract with J Leonard Ltd for 12 months in line with the above contract. It was noted that there were no price increases for 2019-20.
- 3) No further devolved services remedials were noted.

320/18 **POLICY/DOCUMENT REVIEW**

- 1) Annual Review of Effectiveness of Internal Controls: The review was undertaken. It was **RESOLVED** that no adjustments were required to the internal controls carried out by the parish council as these were deemed to be effective. The Chairman was authorised to sign on behalf of the parish council.

- 2) Annual Review of Effectiveness of System of Internal Audit: The review was undertaken. It was **RESOLVED** that no adjustments were required to the system of internal audit as these were deemed to be effective. The Chairman was authorised to sign on behalf of the parish council.
- 3) Annual review of Guide to Information Available and review of categories of information/charges within the publication scheme. The review was undertaken. It was **RESOLVED** that no adjustments were required. The Chairman was authorised to sign on behalf of the parish council.
- 4) Annual review of Grant Awarding Policy: The review was undertaken. It was **RESOLVED** to approve the Grant Awarding Policy and the Chairman was authorised to sign on behalf of the parish council.
- 5) Annual review of Community Engagement Strategy: The review was undertaken. It was **RESOLVED** to approve the Community Engagement Strategy and the Chairman was authorised to sign on behalf of the parish council.
- 6) Major Projects leaflet: The review was undertaken. It was **RESOLVED** to approve the Major Projects Leaflet update.

321/18 **CONSULTATIONS**

- 1) Oxford-Cambridge Expressway: It was **RESOLVED** that no response from PPC was required.
- 2) HCC proposed submission minerals local plan and omission sites consultation 14/1-22/3/19: It was **RESOLVED** that no response from PPC was required.

322/18 **CASTLEMEAD STREET LIGHTING**

- 1) It was **RESOLVED** that if TW could fulfil all the required points, and lanterns were converted to LED, that the parish council would consider adopting the residential street lights. However, the parish council could not adopt these prior to conversation and accept a liability of £43k to convert these columns to LED.
- 2) It was noted that BCC would adopt the lighting if the parish did not take over ownership. BCC would convert to LED in due course. It was **RESOLVED** that once converted to LED that the parish council could consider adopting from BCC.

323/18 **GRASS AND HEDGE CUTTING 2019**

- 1) It was **RESOLVED** to extend the existing grass and hedge cutting contracts in line with the Devolved Service contract, for a period of one year.
- 2) It was **RESOLVED** to accept the quotation from Reg Porter dated 3/1/19 for various grass cutting in 2019, with the slight increase on 2018 prices, to a maximum value of £2,989.
- 3) It was **RESOLVED** to accept the quotation from Reg Porter dated 3/1/19 for various hedge cutting in 2019, with zero price increases on the current year. Total value approx. £530 (excluding Parish Charity land). Precise hedge requirements to be confirmed in the winter.

324/18 **DAFFODIL SIGNS**

It was **RESOLVED** to continue with the existing signs until they are no longer fit for purpose but not to re-purchase new signs unless we encounter a further problem with parking on the verges. It was further **RESOLVED** to delegate power to the clerk to purchase such signs if/when required without having to revert to council as the cost is negligible.

325/18 **ANNUAL PARISH ASSEMBLY 14 MAY 2019**

- 1) It was **RESOLVED** to approach the Canals & Rivers Trust to see if they would be able to give a presentation at this year's Annual Assembly.
- 2) It was **RESOLVED** to ask community groups if they required any presence/support at the Annual Assembly this year.
- 3) It was **RESOLVED** that all parish council matters would be covered under the single agenda heading.
- 4) It was **RESOLVED** to distribute the agenda with the spring edition of PPP again this year. It was noted that the agenda would need to be published on the website, Facebook page, Twitter feed and notice-boards with the 7 clear day requirement.
- 5) It was **RESOLVED** to accept the associated costs of hall hire, refreshments, setting-up, breaking down and printing of agenda etc (estimated at £135).

326/18 **TRAINING**

It was **RESOLVED** to approve attendance at the SLCC webinar on Managing Local Council Elections. £60 + VAT.

327/18 **REQUESTS RAISED BY MEMBERS OF THE PUBLIC**

- 1) Brownlow Bridge Weight Limit  
It was **RESOLVED** that whilst the parish council had sympathy with HGVs travelling

through Ivinghoe that the setting of weight limits was out of our control but was currently being reviewed by BCC/TfB. It was **RESOLVED** to pass the correspondence to Bucks County Council and County Councillor Anne Wight so that the views could be taken into consideration.

- 2) Windsor Road Dog Bin
  - a. It was noted that the AVDC contract would not action any bin requests during the last quarter and therefore the next deadline was June 2019. It was **RESOLVED** that council would try to establish the route that dog owners were taking to try to determine the best location for possible additional bins/re-sited bin. To be further considered at the May meeting once more information is available.
  - b. It was noted that the bin also received bulk deposits, presumably from people's garden. It was **RESOLVED** to put signs on the bin (and the one by The Crescent) asking residents to put such deposits in their green lid bin.
  - c. It was **RESOLVED** to also publicise this on the website/Facebook/Twitter & next edition of PPP.
  
- 3) Vicarage Road crossing
  - a. It was noted that low lying sun can block visibility if leaving the roundabout and heading up Vicarage Road and that the pedestrian crossing point doesn't lie up with the island refuge.
  - b. It was **RESOLVED** to ask BCC/Bellway if the crossing point could be relocated to opposite the cottages when they are re-working the Vicarage Road footpath.
  - c. It was **RESOLVED** that before further engineering works were considered that the council would wait for the outcome of the Pitstone & Ivinghoe Safety Scheme Feasibility Study (eta summer 2019) as this already includes pedestrian movements around the roundabout.

328/18 **PAVILION PHASE III – REQUEST FROM 1<sup>ST</sup> IVINGHOE AND PITSTONE SCOUTS**

- 1) The proposal submitted by 1<sup>st</sup> Ivinghoe and Pitstone Scouts was discussed.
- 2) It was **RESOLVED** that, in principle, the parish council would be open to supporting this community group by leasing an area of land at the pavilion site (approx. 20m x 10m) for a new scouting hut and would be willing to enter discussions.
- 3) It was **RESOLVED** to seek associated legal advice.
- 4) It was **RESOLVED** that the parish council would seek counsel from Hanson regarding the covenant.
- 5) It was **RESOLVED** that a site meeting including either Project Manager/Architect and 1<sup>st</sup> I&P Scouts would be beneficial to explore potential locations.
- 6) It was **RESOLVED** that the council would be open to the lease being offered on a nominal rent basis, but legal advice would need to be sought before precise terms could be considered.
- 7) It was **RESOLVED** that as the parish council would be providing land, potentially at nominal cost, and that as the parish council did not have any budget allocated to this project, that 1<sup>st</sup> Ivinghoe & Pitstone Scouts would need to meet all costs associated with such a project.

**Financial Matters:**

329/18 **QUARTERLY VAT RETURN**

It was noted that the quarterly VAT return had been submitted and that HMRC had refunded £2,480.27 to the parish council.

330/18 **FINANCIAL POSITION AND PAYMENTS**

- 1) 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.
- 2) The potential debtors were considered. It was **RESOLVED** to continue to pursue the outstanding payments and to remind the companies concerned that debtor information is published on our website and in our annual report.

331/18 **INTERNAL CONTROLS**

The regular internal controls had been conducted with no amendments requested or issues arising.

332/18 **INTERNAL AUDIT**

Following consideration of the quotation, it was **RESOLVED** to appoint IAC to carry out the internal audit in May (£350 + VAT).

## Other Reports:

### 333/18 OTHER REPORTS

- 1) Cllr Saintey provided feedback from the AVALC meeting held 8/1/19.
- 2) Cllrs Saintey and Mitra provided feedback from the National Trust Woodland Management Plan presentation on 22/1/19. It was **RESOLVED** to complete and return the feedback form on behalf of the parish council.
- 3) It was noted that non-operational street lights on Marsworth Rd had been reported to BCC, and that 5 street light outages had been fixed by Lamps & Tubes Illuminations on behalf of the parish council. It was noted that a lantern on Vicarage Road had been reported as damaged.
- 4) The other reports were noted.

### 334/18 THE FOLLOWING REMINDERS WERE NOTED

- Parish Council meetings: 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: 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
- PPP Publication dates: January, April (deadline 5/4/19), July (deadline 5/7/19) and October.
- 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.
- Workplace pension contribution increases become effective 6/4/19.
- Unitary “Buckinghamshire Council” established 1/4/2020 with elections (Unitary and Parish) 7/5/2020. Unitary elections May 2020, then 2025, then every 4 years.
- Chairmanship Skills BALC Training for Cllr Frearson 26/2/19.
- BCC/BMKALC Parish Liaison meetings 27/3/19, 19/6/19.
- Provisional date for PIE Summer Festival 14-16 June 2019.
- Parish Council 125 years old on 31/12/19.
- LAF meeting 28/2/19 Ivinghoe. Potential presentations on Brownlow Bridge and Luton Airport. – Cllr Saintey to attend. Cllr Anne Wight, Chairing.
- Moving Towards Unitary meeting 7/3/19 6-7.30pm Chesham Town Hall – Cllr Mitra & The Gateway – Cllr Dr Frearson
- TfB conference 26/6/19 at The Gateway
- New NJC Salary Scales & SCP increase for clerk effective 1/4/19
- Provisional date for 2020 Volunteer Thank You event 16/1/20
- Provisional dates for 2020 PPC meetings: (12m rolling basis) 2/1/20, 30/1/20, 27/2/20
- Provisional dates for 2020 S&L meetings: (12m rolling basis) 9/1/20, 13/2/20
- Parish Assistant application deadline 6/3/19. Discussion/approval at 28/3/19 meeting.
- SLCC Managing Local Council Elections webinar 20/3/19 – Clerk.
- Parish Council visit to Greatmoor Energy from Waste 2pm 18/2/19 – Cllrs Mitra, Stoddart, Saintey, Nicholls and Hawkins attending along with 3 others.
- Allotment renewal mailshot to be issued end February 2019 for 18 months.
- AVALC meetings 19/3/19, 11/6/19, 10/9/19, 2/11/19 (AGM) – Cllr Saintey to attend.
- London Luton Airport Noise Monitoring program in Pitstone Oct & Nov 2019. Report available online once data analysed.

335/18 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 28/2/19. It was noted that the following would appear on the agenda:

- Apologies from Cllr Saintey who will be attending the LAF which is on the same night & County Councillor Anne Wight who is Chairing the LAF.
- Commence negotiations to re-new ground-keeping contract for recreation ground.
- Check recreation ground renovation requirements.
- Recreation Charity to re-issue Occupational Licence to Cricket Club.
- Annual review of policy on Reporting of Meetings of Council.
- Annual review of all Car Scheme policies and documents.
- It was **RESOLVED** to add consideration of a renovation for the Glebe Close noticeboard to the agenda and a quotation to be sought.

No further agenda items were requested.

There being no other items of business to transact, this closed the public section of the meeting. The resident departed.

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 were excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.

336/18 **VOLUNTEER OF THE YEAR**

Council considered the nominations and the winner of the Volunteer of the Year 2019 was chosen. It was **RESOLVED** to accept the associated costs of £50 cheque and framed certificate to be presented at the annual assembly.

337/18 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.35 pm.

Signed: \_\_\_\_\_  
Chairman

Date: 28 February 2019