

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 28 February 2019
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.20pm

338/18 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chair), Cllr Saintey (Vice Chair) (from Financial Position agenda item onwards), Cllr Mrs Crutchfield, Cllr Hawkins, Cllr Mrs Arney, Cllr Mitra, Cllr Dr Frearson, Cllr Blunt and Cllr Mrs Stoddart (from Sports & Leisure Committee onwards) plus the clerk: Mrs Eagling.

Others present: One resident (throughout) and District Councillor Sandra Jenkins (from Devolved Services to Financial Position agenda items).

Apologies: It was **RESOLVED** to accept apologies from Cllr Weber (work commitment), District Councillor D Town and County Councillor A Wight (at the Local Area Forum meeting) and Aldbury Parish Councillor R McCarthy. It was further **RESOLVED** to send a card and best wishes to Cllr McCarthy.

339/18 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 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.

340/18 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.

341/18 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight had submitted a written report which had been circulated to all members and provided to members of the public.
- 2) No District Councillors present at this point of the meeting.

342/18 MINUTES OF THE MEETING held on 31/1/19

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 31 January 2019 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

343/18 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: PPC advised BCC and TW that they would be willing to adopt any LED lighting if other conditions also met. Unable to adopt non-LED lighting & associated £43k liability to upgrade due to SOX/SON being discontinued.
- 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. Remedial works started February and TW 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

- 5) 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).
- 6) 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.
- 7) Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): PPC asked if possible, to relocate crossing point near roundabout. BCC/Bellway agreeing scope of works. BCC/Bellway to advise implementation date.
- 8) 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.
- 9) 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.
- 10) 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).
- 11) BCC Freight Strategy: 18.5 tonne weight limit to be imposed on Brownlow Bridge following structural assessment by Canal & Rivers Trust.
- 12) AVDC/BCC initiative re Parking on Pavements: Cllrs Frearson/Crutchfield to undertake site visit with District Cllr Town & Jenkins/County Cllr Wight/VAHT/TfB etc. Waiting for date from VAHT.
- 13) VAHT lighting: asked VAHT to investigate bollard/path lighting on behalf of residents and apply for grant funding. VAHT wrote to the affected residents at the beginning of the New Year. Only received one additional response which was to request that lighting be installed at the local bus stop instead. Further to the lack of response, the warden visited the residents to better establish if additional lighting is required. A couple of residents were in favour, but another opposed. VAHT have therefore decided to hold a meeting with the residents of this block to establish if we can work out a solution which suits everyone. The meeting has been arranged for 1 March 2019 and letters have been sent to the residents. They will respond to PPC after the meeting.

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 Pigtle Open Space: Cllr Weber investigating land ownership
- 5) Quarry signage: Cllr Arney drafting
- 6) 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. Checked 13/2/19 not yet released.
- 7) 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).
- 8) Dog bin investigations: See agenda item. All bins move to twice weekly emptying in April. Plus (1) frequency of emptying (2) additional dog bins (3) any relocations, due for consideration again in April/May once AVDC issue updated SLA terms and ahead of AVDC June deadline.
- 9) Allotments:
 - a. Tenancy renewals to be prepared and issued.
 - b. Raised beds in the process of being installed and PAA will advise when require publicity.
 - c. No update from PAA re required track specifications.
- 10) HMRC Making Tax Digital: HMRC advise not currently eligible to join BETA trial of MTD. Can try again later. HMRC will write to companies as become eligible.

344/18 **CORRESPONDENCE**

The list of correspondence received during the month was noted. Consideration of Best Kept Village Competition to appear on March 2019 agenda.

Committee Matters:

345/18 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

- 1) Applications: No applications were received for consideration at this meeting. A retrospective application has since been received for the flue at Woodz Pizza, which will be added to the next agenda.
- 2) Decisions:
 - a. **20 Crispin Field, 18/04311/APP**, single storey rear & two storey side and rear extension: AVDC approved (PPC tendered no objections)
 - b. **43 Marsworth Road, 18/04540/APP**, single storey side and rear extension: AVDC approved (PPC tendered no objections)
- 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, 72 Vicarage Road, 7 Queen Street and the Safran gatehouse.

346/18 SPORTS AND LEISURE COMMITTEE – CLLR SAINTLEY, CHAIR OF COMMITTEE

- 1) It was **RESOLVED** to note receipt of the draft minutes of the committee meeting held on 14/2/19.
- 2) Matters referred to full council:
 - a. It was **RESOLVED** to ratify and approve the recommended renovation of both the Recreation Ground and the Sports Pavilion grounds.
 - b. It was **RESOLVED** to ratify and approve the proposed plumbing modifications at an approximate cost of £1863 + VAT.
 - c. It was **RESOLVED** to ratify and approve holding a £2k contingency fund in case any legionella ever discovered at the pavilion site to enable remedial works to be carried out.
- 3) Pavilion Improvements, Phase II: 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.
- 4) Pavilion, Phase III: The site visit was noted. The application to Hanson was noted. Further meeting/site visit with 3rd party to be arranged once receive response from Hanson.
- 5) Leisure Development on the Recreation Ground: The very tight timescales were noted. AVDC Leisure had agreed to the S106 funds all needing to be spent by the furthest of the three dates. Trying to liaise with AVDC Planning re extension of time limit for Play Space and District Councillor Town assisting. It is imperative that the purchase of the land, the installation of the play space and the tendering for the skate park progress ASAP.

347/18 STAFFING COMMITTEE – CLLR NICHOLLS IN CLLR BLUNT'S ABSENCE

- 1) It was **RESOLVED** to increase the hourly rate for the litter pickers to £8.21 per hour with effect from 1/4/19 in line with the National Minimum Living Wage.
- 2) Parish Assistant: Closing date 6/3/19. The current applicants were noted. Interview dates to be determined.

348/18 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.

349/18 PITSTONE RECREATION GROUND CHARITY:

- 1) It was **RESOLVED** to note receipt of the draft minutes of the charity meeting held on 31/1/19.
- 2) Charity Commission application: The charity is waiting for a response from the Charity Commission.

Matters Raised by the Working Groups:

350/18 YOUTH CAFÉ

- 1) New equipment: Monitoring report and evidence submitted to NHB.
- 2) Action for Youth/LAF funded project: Taking place 13/3/19-27/3/19.

351/18 HIGHWAYS AND PATHS

- 1) Pitstone & Ivinghoe Safety Scheme: TfB update meeting being scheduled for 24/4/19. Report estimated July 2019.

- 2) Cycle-path to Tring: Herts County Council advised vegetation cut-back would occur before end of financial year. West Midlands Trains supplied details of Station Travel Plan review. Awaiting meeting date from West Midlands Trains/Tring Town Council.
- 3) HGVs/Freight: It was **RESOLVED** to respond to Ivinghoe Parish Council and say that Pitstone would be supportive of a joint parish meeting for the local cluster of villages, but to suggest it is chaired by BCC/independent chair who could provide overall holistic guidance.

352/18 **PITSTONE DEVELOPMENT AREA**

NKH advised that would be in better position to liaise with the parish council regarding the MUGA and car parking once the contractual dates and timescales had been determined.

353/18 **COMMUNITY AND PUBLIC TRANSPORT**

- 1) Community Bus Transport Survey: Survey being re-visited.
- 2) Investigating bus to Tring station: West Midlands Trains (WMT) provided Station Travel Planning literature. Parish Council awaiting meeting date. Historical survey data provided to WMT to assist their review.
- 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. 3 potential new drivers expressed interest following Cllr Nicholls appeal at the WI.
 - c. It was **RESOLVED** to consider placing posters in the two surgeries and approaching the business units plus potentially appealing to patient groups.
- 4) Working party membership: Several residents had come forward to volunteer/express an interest. Cllr Dr Frearson had undertaken his Chairmanship training. First working party meeting to be arranged along with draft guidelines for the group's direction.

Other Matters:

354/18 **DEVOLVED SERVICES**

- 1) Contract: The parish council is waiting for the signed contract to be returned.
- 2) It was noted that one faulty sign had been removed during the month and no further devolved services remedials were noted.

355/18 **POLICY/DOCUMENT REVIEW**

- 1) Annual Review of the Policy on Reporting Meetings of the Council: The review was undertaken. It was **RESOLVED** to approve the Policy and the Chairman was authorised to sign on behalf of the parish council.
- 2) Annual Review of Policies associated with Pitstone Community Car Scheme: The review was undertaken. It was **RESOLVED** to approve the suite of policies and the Chairman was authorised to sign on behalf of the parish council.
- 3) Pitstone Guide. It was **RESOLVED** that printed versions may no longer be required, and it may be better to produce better online content and direct new residents to the website. It was **RESOLVED** that Cllr Mrs Stoddart would review with Cllr Nicholls. Cllr Mrs Arney was thanked for her work to-date.

356/18 **CONSULTATIONS**

BCC RoW Improvement Plan Parish Survey: It was **RESOLVED** that no response from PPC was required.

357/18 **ANNUAL PARISH ASSEMBLY 14 MAY 2019**

It was **RESOLVED** to approach Greatmoor Energy from Waste, BCC re freight and Luton Airport expansion to see if any were available to give a presentation.

358/18 **NOTICE BOARD RENOVATION**

It was **RESOLVED** to approve the quotation from Abode Solutions of £160 + VAT to renovate the Glebe Close noticeboard. It was **RESOLVED** to try and renovate two notice-boards per year to keep them in good condition.

359/18 **REQUESTS RAISED BY MEMBERS OF THE PUBLIC**

- 1) Litter Picking
 - a. It was **RESOLVED** to thank the resident for their kind offer, but politely decline and explain the health & safety implications. Advise the resident that we employ 3 litter pickers and ask if there are any areas that they feel need attention so that we can review and consider instructing our employees.
 - b. It was noted that a member of the public had contacted a councillor regarding the Great British Spring Clean community litter pick as part of Keep Britain Tidy. It was **RESOLVED** to ask that the resident provide details of their routes/dates so

that the council could advise our employees, ask for updates on any areas that need attention so that the council could consider reviewing our routing schedules if necessary and to liaise with Pitstone Memorial Hall regarding use of the wheelie bins for any litter collected from within Pitstone parish.

2) Windsor Road Dog Bin

Further consideration was given to the above matter.

- a. It was **RESOLVED** to relocate the dog bin to the shrubbery on the opposite side of the carriageway – clerk to seek permission from Taylor Wimpey and AVDC. It was noted that this may not be possible until June due to the SLA AVDC have in place with their contractor.
- b. It was noted that all bins in Pitstone move to twice weekly summer emptying at the start of April, which would further assist this bin. It was further **RESOLVED** that at renewal in April, the Parish Council would move to twice weekly emptying of all bins throughout the winter period as well as the summer period, and meet the associated additional costs anticipated to be in the region of £40 per bin per year (based on current prices).

Financial Matters:

360/18 **GRANT & DONATION REQUESTS**

It was noted that the Over 60's had withdrawn their grant request. It was **RESOLVED** to amend the grant/donation policy to reflect that if a local group suffered extenuating circumstances that may mean that group is unsustainable without financial assistance, that the council may consider providing a grant towards running costs, at their discretion.

370/18 **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.

371/18 **INTERNAL CONTROLS**

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

Other Reports:

372/18 **OTHER REPORTS**

- 1) Councillors provided feedback from the visit to Greatmoor Energy from Waste on 18/2/19. Cllr Mrs Stoddart has written an article for PPP, the Website/Facebook page/Twitter. It was **RESOLVED** that councillors would like to make a similar visit to the recycling facility in Milton Keynes – Clerk to arrange.
- 2) Cllr Saintey provided feedback from the Local Area Forum held earlier in the evening in Ivinghoe including LAF restructuring, the VALP, the Luton Airport Expansion presentation and the Luton Airport Enhanced Neighbourhood Fund.
- 3) Clerk had circulated feedback from HMRC free webinar on "What's new for 2019" and the National Living Wage had appeared earlier on the agenda.
- 4) Cllr Dr Frearson provided feedback from the BALC Chairmanship Skills training course on 26/2/19.
- 5) The mVAS report for Marsworth Road to February 2019 was noted.
- 6) The other reports were noted.

373/18 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 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: 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 around the Parishes 2019 – booked for 10-12am on Fri 2/8/19 and 2-4pm on Fri 16/8/19 (was 15/8/19 but AVDC double booked themselves)
- Workplace pension contribution increases become effective 6/4/19. NJC salary scales and grade increase effective 1/4/19. New National Living Wage effective 1/4/19.
- 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.

- BCC/BMKALC Parish Liaison meetings 27/3/19, 19/6/19.
- LAF meeting 28/2/19 Ivinghoe. Presentation on Luton Airport expansion. – Cllr Saintey to attend. Cllr Anne Wight, Chairing.
- Next LAFS 10/6/19 and 9/9/19.
- Provisional date for PIE Summer Festival 14-16 June 2019.
- Parish Council 125 years old on 31/12/19.
- Moving Towards Unitary meeting 7/3/19 in Chesham – Cllr Mitra and 21/3 in Aylesbury – Cllr Frearson attending.
- TfB conference 26/6/19 at The Gateway.
- 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.
- IAC Internal Audit date to be confirmed
- Court Tour arranged for 8/4/19 – 7 members + clerk attending
- SLCC Managing Local Council Elections webinar training 20/3/19 – Clerk attending
- Luton Airport Expansion, submitting Development Consent Order to Secretary of State, next consultation late 2019, further statutory consultation early 2020. Increase passenger numbers from 18m to 32m.

374/18 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 28/3/19. It was noted that the following would appear on the agenda:

- Consider/pay any Chairman's expenses
- Indication of year-end financial position
- S&L – review pavilion hire fees
- S&L – playground inspection quotes
- S&L – P&IUFQ quarterly financial review
- S&L – confirm April meeting date
- Staffing – quarterly review of hours
- Any orchids needing protecting
- PPP submissions
- Can/should PPP become an electronic magazine with hard copies only distributed to those that opt in/opt out? Raised by a PPP distributor.
- PPP advertising revenue projections vs costs (potential £850 per annum deficit forecast by Advertising Manager)
- Best Kept Village competition

No further agenda items were requested.

375/18 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.20 pm.

Signed: _____
Chairman

Date: 28 March 2019