

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 25 April 2019
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.45pm

1/19 ATTENDANCE AND APOLOGIES

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

Others present: Two members of the public (throughout), District Councillor Derek Town and County Councillor Anne Wight.

Apologies: It was **RESOLVED** to accept apologies from Cllr Blunt and District Councillor S Jenkins.

2/19 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. Cllr Saintey declared an interest as an allotment plot holder and member of National Trust Estates Committee. Cllr Hawkins declared an interest in the proposed allotment track works. Cllr Arney declared an interest in the banner permit request from Pitstone Church. Members did not participate/vote in these discussions. No other interests were declared.

3/19 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

4/19 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight provided an update on the TTRO for Brownlow Bridge (now coming into force 9/5/19), the Brownlow Bridge accident, Cheddington airfield, unitary, mental health awareness week and BCC You Tube videos.
- 2) District Cllr Town spoke about unitary (& advised council that they would shortly be invited to a presentation) and VALP. He also provided an update on planning.

5/19 MINUTES OF THE MEETING held on 28/3/19

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 28 March 2019 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

6/19 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. Some residential road remedial works, starting with phases 2 & 3, then 1 & 4, commenced during 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. Waiting for response from TW as to which may have LED. Their contractor is reviewing as part of current remedial works.
- 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 had hoped to transfer to AVDC by the end of March.
- 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): Scope of works being agreed between BCC/Bellway. No implementation date available at present.
 - 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.
 - 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).

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) 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 22/3/19 not yet released.
- 6) 125-year commemoration: Cllr Crutchfield provided an update on the work for the exhibition for the Annual Assembly in May and an article in winter PPP (anniversary 31/12/19).
- 7) HMRC Making Tax Digital: HMRC advise not currently eligible to join BETA trial of MTD. Gov delayed Parish Council commencement date until October 2019. May be possible to join the BETA trail after April 2019. HMRC will write to companies as become eligible.
- 8) Glebe Close & Woodz Pizza Noticeboard renovation: commissioned. Ongoing. Clerk to chase.
- 9) Online Pitstone Guide: being reviewed/undertaken by Cllrs Stoddard, Arney and Nicholls
- 10) WI plaque re 90th birthday tree: plaque to be provided to the parish council for installation.
- 11) Parking on Pavements: Trying to arrange multi-party site visit to Yardley Avenue to review difficulties re parking on pavements following AVDC/BCC initiative. Cllr Frearson to provide availability.

7/19 **CORRESPONDENCE**

The list of correspondence received during the month was noted. With the following matters considered in more detail:

- 1) The correspondence from the WI was discussed. It was **RESOLVED** to approve the suggestions in principle and to obtain some quotations for a wooden/similar picnic bench of local authority quality. It was further **RESOLVED** to enquire if installation could be postponed until the new play space was installed. It was **RESOLVED** to supply details of the previous daffodil planting quotation.

Committee Matters:

8/19 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the planning committee meeting held on 28/3/19.
- 2) Applications:
 - a. **Pitstone Cement Works, Marsworth Road, 19/01200/APP**, Telecommunications Base Station. No objections had been received as a result of the council's

- publicity. Following consideration, it was **RESOLVED** to advise AVDC that the parish council wished to tender no objections to this application.
- b. **7 Albion Road**, 19/01311/APP, first floor rear extension. No objections had been received as a result of the council's publicity. Following consideration, it was **RESOLVED** to advise AVDC that the parish council wished to tender no objections to this application.
- 3) Decisions: None received.
- 4) Other:
- a. **1 Windsor Road, 19/00173/CON3**, conversion of double attached garage into residential accommodation - subject to investigation by AVDC Planning Enforcement as permitted development rights had been removed from this garage.

9/19

SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE

- 1) It was **RESOLVED** to note receipt of the draft minutes of the sports and leisure committee meeting held on 4/4/19.
- 2) It was noted that some urgent remedial works had been required during the month including the removal of fly-tipping from the Windsor Road playground and recreation ground, a section of fencing requiring an additional support post, remedial works to a tree on the recreation ground and some repairs to the goal by Hever Close. It was **RESOLVED** to accept the costs associated with these works.
- 3) Pavilion Improvements, Phase II: It was noted that AVDC had requested a further extension of time (to 29/4/19) to determine the planning application (originally 4/1/19). It was also noted that the search for grant funding continued, some applications could not be submitted until planning had been granted.
- 4) Pavilion, Phase III: Ongoing. Waiting for 1st Ivinghoe & Pitstone Scouts.
- 5) PIE Storage Container: It was **RESOLVED** that in principle the parish council would have no objections to PIE locating a 20ft storage container within the pavilion grounds. It was **RESOLVED** that there would probably be no ground rental charge. PIE to be advised that PPC may require the container to be removed or relocated at any point in time in the future. Annual review to be included. PIE to confirm that they would arrange suitable insurance for the container and contents, plus meet all costs associated with installing/removing/making good. Site visit to be arranged.
- 6) Leisure Development on the Recreation Ground:
 - a. The draft documents for the purchase of the leisure land prepared by Horwood & James were noted. It was **RESOLVED** to pass these to Pitstone Parish Charity for consideration/approval.
 - b. It was confirmed and **RESOLVED** that Horwood and James would act on behalf of Pitstone Parish Council, and that the Parish Charity would utilise their own advisors.
 - c. It was noted that AVDC had confirmed that the parish council could submit a claim for higher than the original approval, to reflect the likely index linked increase in price of both the cost of the land and the cost of the play space.
 - d. Further to the resolution passed last month and following the procurement process undertaken, it was noted that council had **RESOLVED** during the month to appoint J Leonard to undertake the initial play space works on the recreation ground ie to install a section of path, remove & store the youth shelter, remove & store the kicking goal and make good (£13,800). It was noted that discussions were ongoing with both contractor and groundkeeper to see if any of the excavated soil could be retained for future works on the recreation ground and thus provide cost savings.

10/19

STAFFING COMMITTEE – CLLR NICHOLLS IN CLLR BLUNT'S ABSENCE

- 1) Parish Assistant: It was noted that Stephen Davies had accepted the position of Parish Assistant and commenced work on 15/4/19. IT equipment has been provided in line with previous resolutions and it was **RESOLVED** to meet these costs (approx. £1.1k) and set-up. Handover and induction meetings in progress. Mr Davies was present in the public gallery and was welcomed by the council.
- 2) Quarterly Review of Staff Hours: It was **RESOLVED** to pay the Clerk for 41 hours of work undertaken over the last quarter (old hourly rate) which council had requested over and above contracted hours. Associated payment to be included in the May payroll.
- 3) New Payroll Year: It was noted that the new payroll year actions had been undertaken including: new National Living Wage implemented with effect from 1/4/19, NJC salary scale and grade increase implemented with effect from 1/4/19, workplace pension contribution increase in line with legislation implemented with effect from 6/4/19, new employee added to system and tax codes updated where necessary.

- 11/19 **PITSTONE PARISH CHARITY**
- 1) It was **RESOLVED** to note receipt of the draft minutes of the Pitstone Parish Charity meeting held on 28/3/19.
 - 2) No official response had been received from the charity re the council's application to purchase the leisure land.
- 12/19 **PITSTONE RECREATION GROUND CHARITY:**
- 1) It was noted that no charity meeting had taken place during the month and therefore no report was due.
 - 2) Charity Commission application: The charity is still waiting for a response from the Charity Commission.

Matters Raised by the Working Groups:

- 13/19 **YOUTH CAFÉ:** No matters arising this month.
- 14/19 **HIGHWAYS AND PATHS**
- 1) Pitstone & Ivinghoe Safety Scheme: Cllrs Nicholls & Crutchfield provided feedback from the meeting held 24/4/19. A copy of the presentation materials to be circulated to all members upon receipt from TfB. It was **RESOLVED** that, once the presentation had been received, to respond to TfB and raise further queries re the Westfield Road junction (including the possibility of a roundabout, utilising BCC verge, potentially relocating the pavilion car park entrance if this would assist, reducing the Marsworth Road speed limit to 30mph etc)
 - 2) Cycle-path to Tring: It was noted that HCC had cut back the vegetation along Northfield Road and this was welcomed. Further discussion to follow the station travel planning meeting on 1/5/19.
- 15/19 **PITSTONE DEVELOPMENT AREA**
 NKH still not in a position to liaise with the parish council regarding the MUGA and car parking as their purchase negotiations with the landowners have not concluded.
- 16/19 **COMMUNITY AND PUBLIC TRANSPORT**
- 1) Community Bus Transport Survey: Revised draft to be produced and circulated.
 - 2) Investigating bus to Tring station: West Midlands Trains (WMT) provided Station Travel Planning literature ahead of meeting scheduled for 1/5/19 which Cllr Nicholls is attending on behalf of the council.
 WMT also appointed Sandy Moller (from ITP) to look at how community transport might improve access to the station. The parish council can participate in this workstream.
 - 3) Community Car Scheme: handover to new employee progressing.
 - 4) Working party membership: Cllr Frearson arranging inception meeting (possibly 23/5/19).

Other Matters:

- 17/19 **DEVOLVED SERVICES**
- 1) Works: No new issues had been identified during the month that required action.
 - 2) Vicarage Road footpath: Trial sections had been sided out but the tarmac beneath is in very poor condition and would provide a hazard. It was **RESOLVED** not to progress with siding out but to campaign to BCC/TfB for this section of path to be resurfaced asap.
 - 3) Banner requests:
 - a. It was **RESOLVED** to decline the permit request from the Slapton Village Hall Committee on grounds of distance & volume of other local events utilising space.
 - b. It was **RESOLVED** to grant permits to the PIE Summer Festival, the Music on the Green, the Ivinghoe Summer Fete and the Pitstone Church Festival of Art and Flowers.
 - c. It was noted that several unauthorised/commercial signs had needed to be removed from the Westfield Road roundabout location and **RESOLVED** to meet the associated costs.
- 18/19 **POLICY/DOCUMENT REVIEW**
- 1) Information Policy: Document to be drawn up for consideration at the May meeting.
 - 2) Community Self-Help/Emergency Plan: It was **RESOLVED** to just undertake an update of contact details. Document to be drawn up for consideration at the May meeting.
 - 3) Signage for Local Wildlife Site: It was agreed that Cllr Stoddart would undertake.

- 19/19 **CONSULTATIONS**
It was **RESOLVED** that no response was necessary to the AVDC review of polling districts and polling stations consultation.
- 20/19 **MEMBERSHIPS**
1) CIB Community Buildings- It was **RESOLVED** to renew annual membership (cost £55).
2) SLCC – It was **RESOLVED** to renew annual membership for the clerk (cost £196).
3) BMKALC/NALC/LCR – It was **RESOLVED** to renew annual membership (cost £493.92).
- 21/19 **PITSTONE PARISH POST**
1) It was **RESOLVED** to remain with existing printer as their quote was still competitive and the service/quality had been good.
2) It was **RESOLVED** to remain as an A5 publication.
3) It was **RESOLVED** to try and increase advertising revenue. Publish information on web, Facebook, Twitter, noticeboards etc.
- 22/19 **ANNUAL PARISH ASSEMBLY 14 MAY 2019**
1) The problem with the printing of the agenda was noted. It was noted that Almar had provided a partial credit note.
2) Cllr Nicholls to advise if requires any other members to present.
- 23/19 **ALLOTMENTS**
It was noted that the National Trust had no objections to the principle of the track or minimum fence change. It was **RESOLVED** that the parish council had no objections. It was **RESOLVED** that the council would obtain indicative quotations for the fence work and JCB hire for consideration at the May meeting. PPC to seek clarity from PAA as to where excavated soil was to be disposed.
- District Councillor Town departed the meeting.
- 24/19 **DOG WASTE CONTRACT**
1) The 2.6% increase in fees notified by AVDC was noted.
2) It was **RESOLVED** to advise AVDC of the requirement to move the Windsor Road bin from one side of the road to the other (as per previous resolution).
3) It was **RESOLVED** to advise AVDC to increase the emptying cycle to twice per week throughout the year (as per previous resolution), £118.48 per bin per annum.
4) It was **RESOLVED** to request an additional 56l bin by the gated entrance to the Local Wildlife Site. It was noted that Taylor Wimpey had previously granted permission. It was **RESOLVED** to enquire if TW would meet the installation cost (£313.34) if PPC meet all ongoing emptying costs and liabilities.
5) It was **RESOLVED** to postpone consideration of a further bin at the bottom of Westfield Road until it had been reviewed how effective the twice weekly emptying was proving.
6) It was **RESOLVED** to meet the costs associated with the above.
- 25/19 **STREET LIGHTING**
It was **RESOLVED** to replace 14 SOX lanterns (being discontinued) with LED lanterns at a cost of £7k. The 4 columns remaining in Yardley Avenue, all 8 columns in Rushendon Furlong and 2 columns in Cheyne Close.
- 26/19 **MEETING DATES**
It was confirmed that the parish council meeting could move from 23/5/19 (room now required for European elections) to 30/5/19. It was **RESOLVED** to keep the October meeting as 31/10/19 despite half term holiday.
- 27/19 **REQUESTS RAISED BY MEMBERS OF THE PUBLIC:** None raised this month.
- 28/19 **VACANCY IN THE OFFICE OF PARISH COUNCILLOR**
1) It was **RESOLVED** to accept the resignation of Cllr Arney and notify the Monitoring Officer who would commence proceedings to see if residents call for an election.
2) Mrs Arney was thanked sincerely for over 20 years of service to the parish council.
3) It was **RESOLVED** to postpone appointment of replacement members to fulfil Mrs Arney's duties until the May annual meeting. All members to consider the roles in the meantime.

Financial Matters:

- 29/19 **QUARTERLY GRANT AND DONATION REQUEST**
It was noted that no applications had been received this quarter.
- 30/19 **BANK TRANSFERS**
1) It was **RESOLVED** to transfer £3,213.27 from the NatWest S106 account to the Unity Trust Account to refund expenditure incurred during 2018/19. The Chairman and Clerk were duly authorised to sign the transfer. Two members were granted authority to sign the associated cheque.
2) It was **RESOLVED** to transfer £22,103.23 from the NatWest Accrual account to the Unity Trust Account to refund expenditure incurred during 2018/19 and in preparation for the TfB invoice due in July/August. Two members were granted authority to sign the associated cheque.
- 31/19 **QUARTERLY VAT RETURN**
It was noted that the VAT return had been submitted. HMRC to refund PPC £1,033.93.
- 32/19 **FINANCIAL POSITION AND PAYMENTS**
The council noted the bank reconciliation, income, expenditure, debtors and creditors' information. 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.
- 33/19 **INTERNAL CONTROLS**
The regular internal controls had been conducted with no amendments requested or issues arising.
- 34/19 **YEAR END FINANCIAL POSITION (2018/19)**
To be restated from receipts and payments to income and expenditure for May meeting.

Reports and Reminders:

- 35/19 **OTHER REPORTS**
1) Several members provided feedback from the visit to Aylesbury Crown Court on 8/4/19.
2) The other reports were noted.
- 36/19 **THE FOLLOWING REMINDERS WERE NOTED**
- Parish Council meetings: 30/5/19 (pack to be distributed on 23/5/19 due to bank holiday), 27/6/19, 18/7/19, 5/9/19, 26/9/19, 31/10/19, 28/11/19 & 2/1/2020. Provisional dates for 2020: 30/1/20, 27/2/20, 26/3/20, 30/4/19
 - Sports and Leisure Committee meetings: 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. Provisional dates for 2020: 9/1/20, 13/2/20, 12/3/20, 9/4/19
 - Provisional date for volunteer event 2020: 16/1/20
 - Annual parish assembly: 14/5/19
 - PPP Publication dates: January, April, 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)
 - 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 19/6/19.
 - Next LAF's 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.
 - TfB conference 26/6/19 at The Gateway.
 - AVALC meetings 11/6/19, 10/9/19, 2/11/19 (AGM) – Cllr Saintey to attend.
 - IAC Internal Audit – date set for 11 June 2019
 - London Luton Airport Noise Monitoring program in Pitstone Oct & Nov 2019. Report available online once data analysed.
 - 1st Ivinghoe & Pitstone Scouts hosting District St George's Day Parade from Pitstone Recreation Ground to Ivinghoe Lawn 5/5/19 – Cllr Nicholls attending
 - CasePak Recycling Plant tour 22-5-19 – several members attending
 - Station Transport Plan meeting at Tring Town Council offices on 1/5/19 - Cllr Nicholls to attend.

37/19 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 30/5/19. It was noted that the following would appear on the agenda:

- Year-end financial position (pre internal audit)
- Draft annual report for residents
- Draft annual return & accounts
- Draft Trustee annual returns plus report & accounts for both charities
- Annual review of all youth café policies
- Must appoint new Chairman, Vice Chairman, Committee Members, working party members, representatives etc
- Review if any member wishes to become Safeguarding Officer.
- Must re-approve direct debits, standing orders, payments which arise as a result of continuing contract/statutory duty/obligation (eg salaries, utility contracts)
- Must review bank mandates & arrangements
- Re-confirm receipt of electronic information.
- Review financial regulations
- Review standing orders
- Review risk assessment
- Consider/approve quotation for street light structural testing x 35.
- Annual review of maintenance schedule for pavilion – on s&l
- Consider matters arising from Annual Assembly

No further agenda items were requested.

38/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.45 pm.

Signed: _____
Chairman

Date: 30 May 2019