

PITSTONE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 30 May 2019
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 10.10pm

39/19 ELECTION OF A CHAIRMAN FOR THE FORTHCOMING YEAR

There being no other nominations, Councillor Dave Nicholls was duly elected as Chairman for the forthcoming year. Cllr Nicholls signed his Declaration of Acceptance of Office in the presence of the Proper Officer.

40/19 ELECTION OF A VICE CHAIRMAN FOR THE FORTHCOMING YEAR

There being no other nominations, Councillor Bob Saintey was duly elected as Vice Chairman for the forthcoming year.

41/19 ATTENDANCE AND APOLOGIES

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

Others present: Four members of the public, District Councillors Derek Town and Sandra Jenkins plus County Councillor Anne Wight.

Apologies: It was **RESOLVED** to accept apologies from Cllrs Blunt, Mitra and Saintey.

42/19 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 interests as an allotment tenant/member of PAA and as a trustee to Pitstone Memorial Hall charity. Cllr Hawkins declared a pecuniary interest in the proposed allotment track works. Members did not participate/vote in these discussions. No other interests were declared.

43/19 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.

44/19 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight provided an update on enforcement of the TTRO for Brownlow Bridge, Cheddington airfield planning applications, the VAHT/BCC grass cutting issue and the current BCC survey of 3,000 residents regarding the quality of roads & paths.
- 2) District Cllr Town spoke about unitary and the new shadow cabinet.
- 3) District Cllr Jenkins advised that AVDC were trying to address the current issues within the planning department.

45/19 MINUTES OF THE MEETING held on 25/4/19

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 25 April 2019 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

46/19 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. No update available yet.
- 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: Taylor Wimpey reinvestigating current status and will respond to the parish council in due course.
 - 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) TfB Issues: BCC to consider reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road for 2020/21 budget. BCC to consider Glebe Close, Queen Street and Albion Road resurfacing for 2020/21 budget. MW/AW meeting in December 2019.

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 issued by government on 21/5/19. Now in the process of adapting for our website and will appear on June agenda.
- 6) 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.
- 7) Glebe Close & Woodz Pizza Noticeboard renovation: Underway.
- 8) Online Pitstone Guide: being reviewed/undertaken by Cllrs Stoddard and Nicholls
- 9) WI plaque re 90th birthday tree: plaque to be provided by the WI to the parish council for installation.
- 10) 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.
- 11) Dog Waste: AVDC to relocate Windsor Road bin & install Local Wildlife Site bin. AVDC checking contractor can empty bins twice weekly during winter. Taylor Wimpey to confirm will accept cross charge for cost of bin and confirm location.
- 12) Pavilion Phase III/Scouts: ongoing. Scouts to provide updates when available.
- 13) WI picnic table and daffodil planting: quotations for wooden and recycled (like Glebe Close bench) picnic benches supplied to WI for consideration. Requested installation postponed until new play space installed. Details of previous daffodil planting costs supplied to WI for consideration. Waiting for response from WI.
- 14) PIE container: 20ft confirmed. Cllr Weber provided draft legal agreement and now confirming final details with PIE.
- 15) LED rollout: new lanterns now installed in Yardley Avenue, Rushendon Furlong and Cheyne Close.

47/19 **CORRESPONDENCE**

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

- 1) It was **RESOLVED** to postpone consideration of the 75th anniversary of VE day until the June meeting when it was hoped that council would have further information from British Legion and Ivinghoe Church.
- 2) The increase in charges for Pitstone Memorial Hall, effective from 1/9/19 were noted.
- 3) The email from a resident regarding the PIE summer festival was discussed. It was **RESOLVED** to respond that the council considers and weighs up the views of the whole community, and is thus supportive of the PIE summer festival, which has been granted approval by the relevant licensing bodies (AVDC, Environmental Health and Thames Valley Police).

48/19 **STANDING DISPENSATIONS**

It was **RESOLVED** to reconfirm the standing dispensations as detailed within the Code of Conduct, alongside the standing dispensations relating to the affairs of the Pitstone Parish Charity and Pitstone Recreation Ground Charity, for whom the parish council as corporate body is sole trustee.

49/19 **KEY POLICIES**

It was **RESOLVED** to adopt the following updated key policies, and the Chairman was duly authorised to sign on behalf of the council:

- 1) The Code of Conduct
- 2) Standing Orders
- 3) Financial Regulations
- 4) Risk Management Policy and associated Risk Assessment

50/19 **COMMITTEE STRUCTURE AND APPOINTMENTS**

1) Committees and Working Parties

It was **RESOLVED** to operate the following committees, but for the Pitstone Recreation Ground Charity to meet as the full trustee board:

- a. Planning
- b. Staffing
- c. Sports and Leisure
- d. Pitstone Parish Charity

It was **RESOLVED** to operate the following working parties (who have no delegated power but act as investigative groups who refer matters back to full council):

- a. Pitstone Development Area
- b. Highways and Paths
- c. Youth Café
- d. Community and public transport

2) Committee Membership and Chairmen

It was **RESOLVED** to appoint the following memberships and chairs:

- a. Planning Committee
Membership: Cllr Crutchfield, Cllr Blunt, Cllr Nicholls and Cllr Hawkins.
Chair: Cllr Crutchfield
- b. Sports and Leisure Committee
Membership: Cllr Saintey, Cllr Frearson, Cllr Weber and Cllr Crutchfield.
Chair: Cllr Saintey.
- c. Staffing Committee
Membership: Cllr Blunt, Cllr Nicholls and Cllr Saintey. Chair: Cllr Blunt.
- d. Pitstone Parish Charity Committee
Membership: Cllr Nicholls, Cllr Crutchfield and Cllr Hawkins.
Chair: Cllr Nicholls.

3) Working Party Membership

It was **RESOLVED** to appoint the following memberships:

- a. Pitstone Development Area Working Party
Membership: Cllr Saintey, Cllr Blunt, Cllr Frearson and Cllr Weber.
- b. Highways & Paths Working Party
Memberships: Cllr Weber, Cllr Mitra, Cllr Mrs Stoddart and Cllr Saintey.
- c. Youth Café Working Party
Membership: Cllrs Saintey, Nicholls and Mitra call into the café on a rotational basis. Cllrs Saintey, Nicholls, Mitra or Crutchfield meet with the Youth Café manager when required.
- d. Community and Public Transport
Membership: Cllr Frearson and Cllr Nicholls.

4) Membership to Other Bodies

It was **RESOLVED** to appoint the following memberships to outside bodies:

- a. **Chiltern Conservation Board & other ecological issues** – Cllr Dr Frearson and Cllr Weber.
- b. **Pitstone Memorial Hall Charity** - Cllr Mrs Crutchfield.
- c. **Pitstone Church Committee** – tbc. It was **RESOLVED** to obtain further details from the existing committee.
- d. **Local Area Forum & associated traffic calming sub-group** – any three from Cllr Blunt, Cllr Saintey, Cllr Dr Frearson and Cllr Mrs Crutchfield.
- e. **Local Council Planning Liaison Group** – Cllr Weber.
- f. **AVALC** – Cllr Saintey.

The parish council currently has certain members who investigate/review related matters and submit recommendations to council, or who fulfil a specific role for the council. It was **RESOLVED** to make the following appointments:

- a. **Pitstone Hill & Trees** – Cllr Mrs Stoddart and Cllr Saintey.
- b. **Allotment Officers** – Legally required to appoint one. Cllr Mrs Crutchfield.
- c. **Footpaths** – Cllr Mrs Stoddart and Cllr Mitra.
- d. **Web Site** – Cllr Nicholls.
- e. **Waste & Minerals** – Cllr Blunt.
- f. **Street Lighting** – Cllr Dr Frearson.
- g. **Community Self Help Plan** – Cllr Mrs Crutchfield.
- h. **Safeguarding Officer** – tbc.

51/19 **TERMS OF REFERENCE**

It was **RESOLVED** to adopt the following Terms of Reference for each committee:

1) Planning Committee

- a. This committee meets once/twice per month depending upon the number and timing of deadlines imposed by the planning authority.
- b. The committee has delegated power to determine standard applications (eg extensions) and advise AVDC on the outcome of their decision on behalf of the Parish Council. Any correspondence relating to such applications will be circulated to relevant committee members.
- c. For applications of 5+ developments / where development may be contentious or at the discretion of the AVDC Planning Committee, full council to be summoned to attend the meeting. Any correspondence relating to such applications to be circulated to full council.
- d. Meetings must be open to the public and advertised in the same manner as a council meeting.
- e. The committee has no delegated spending power.
- f. If any planning committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

2) Sports and Leisure Committee

- a. This committee meets monthly and considers all sports & leisure related issues eg management and development, regardless of the site eg redevelopment of the pavilion site, creation of NEAP by Recreation Ground, management of play space, football pitch allocation, village green etc.
- b. The Committee has delegated power to manage all day-to-day decisions, taking advice from external representatives on the committee as necessary.

- c. The committee has delegated power in line with Financial Regulation 4.1, up to £5,000.
 - d. All items of major expenditure or decisions of a strategic nature (such as final approval of redevelopment of the pavilion site) would require a written referral back to full council for consideration and approval.
 - e. All correspondence relating to sports and leisure matters to be circulated to members of the committee.
 - f. Meetings must be open to the public and advertised in the same manner as a council meeting.
 - g. If any sports & leisure committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.
- 3) Staffing Committee
- a. To be convened when necessary.
 - b. The committee has delegated power to determine routine staffing matters such as holiday leave/cover, training, sickness, appraisals, pensions, PAYE/NI, overtime etc.
 - c. Meetings must be advertised and minuted in the same manner as a council meeting, but public may be excluded for privacy reasons.
 - d. No member of staff should be present at Staffing Meetings but may be requested to submit a report.
 - e. The committee has no delegated spending power over and above matters related to staffing.
 - f. Final decision on appointments should be referred to full council for approval.
 - g. If any staffing committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.
- 4) Pitstone Parish Charity Committee
- a. The parish council as a corporate body is sole trustee to this charity.
 - b. To preserve integrity, Council manages the affairs of the charity via a committee.
 - c. The committee has delegated power to make day-to-day decisions.
 - d. Charity meetings do not need to be open to the public and only trustees should attend.
 - e. As the charity currently has no finances, any issues relating to expenditure or of a strategic nature, should be referred to full council (as sole trustee) for approval.
 - f. If any parish charity committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

52/19 **DELEGATION ARRANGEMENTS**

It was **RESOLVED** to adopt the following delegation arrangements:

- 1) The clerk has delegated power to incur expenditure on office stationery, equipment, sundries, consumables (eg sacks for litter pickers), training or reference books as deemed necessary; timely maintenance requirements for property & assets eg replacement roof tiles at the pavilion or playground repairs, plus emergency expenditure on behalf of the parish council up to a value of £500 (eg to clear fallen trees). Any expenditure incurred under the last two categories should be reported to council at the earliest opportunity.
- 2) The pavilion cleaner and litter pickers have delegated authority to incur minimum expenditure on replacement gloves etc.
- 3) Delegated Powers from other tiers
The council has accepted devolved powers from BCC to undertake grass verge maintenance, right of way maintenance and minor works. This is the currently a one-year agreement with BCC pending review by new unitary council.

Committee Matters:

53/19 **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 9/4/19.
- 2) Applications:
 - a. **16 Windsor Road, 19/01728/APP**, single storey side extension. It was **RESOLVED** to permit comments from both the applicant and immediate

neighbour. This application is for an in-fill of a car port area which has a room above. The other half of the semi-detached pair being the mirror image of this property and joined at the rooms above the car ports. Following consideration, it was **RESOLVED** to advise AVDC that the parish council was opposed to this application on the following grounds: loss of parking for this property now & in the future, complaints received relating to on-road parking in Castlemead in general which loss of parking may compound, very tight parking in this cul-de-sac especially in evenings once all vehicles at home and parked, setting a precedent for other properties of this style within the Castlemead estate (none of which have infilled the car port to date) and effect on the adjacent property whose car port adjoins the application car port. It was also **RESOLVED** to advise AVDC that no yellow site notice had been visible.

- b. **6 Old Farm, 19/01840/APP**, conversion of garage to studio gym. It was **RESOLVED** to permit comments from the applicant. Following consideration, it was **RESOLVED** to advise AVDC that the parish council was opposed to this application on the following grounds: whilst the drawings imply that this relates to a single garage attached to the property, it is actually a row of terraced properties with a row of 3 terraced garages joined to the end; conversion of the garage will lead to loss of parking for this property now & in the future; complaints received relating to on-road parking in general which loss of parking may compound; tight on road parking in this cul-de-sac especially in evenings once all vehicles at home and parked; concerns relating to fire regulations and building regulations converting one of three terraced garages to residential dwelling; conversion of one of three terraced garages looking out of keeping. It was also **RESOLVED** to advise AVDC that no yellow site notice had been visible.

3) Decisions:

- a. **6 Queen Street, 19/01071/APP**, replacement of existing rear conservatory with single storey rear extension and conversion of garage (PPC tendered no objections)
- b. **Telecommunications Base Station, Pitstone Cement Works, Marsworth Road, 19/01200/APP**, Removal of existing telecommunications mast and associated apparatus and equipment housing and installation of new 30 metre mast including 6 no. antennas, 2 no. 600 millimetre dish antennas and 2 no. 300 millimetre dish antennas and associated apparatus, 13 no. equipment cabinets at ground level and associated ancillary works: AVDC Approved (PPC tendered no objections)

2 residents departed the meeting.

- 4) Applications outstanding with AVDC:
131 Yardley Avenue, 43 Marsworth Road, Woodz Pizza x 2, Rear of the Bell/Haldi, 7 Albion Road, 12 Short Hale and 43 Cheddington Road.
- 5) Other:
- a. **1 Windsor Road, 19/00173/CON3**, conversion of double attached garage into residential accommodation – AVDC advised that no further action was being taken.

54/19 **SPORTS AND LEISURE COMMITTEE – CLLR CRUTCHFIELD IN CLLR SAINTHEY'S ABSENCE**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the sports and leisure committee meeting held on 9/5/19.
- 2) Pavilion Improvements, Phase II:
- a. **Planning** – It was noted that AVDC had now granted full planning permission for the proposed enhanced building. It was further noted that the associated S106 claim relating to this project up to the point of planning, for £12,926.76, had been submitted to AVDC and paid.
- b. **Funding** – It was noted that grant applications for funding towards this project were ongoing.
- 3) Leisure Development on the Recreation Ground:
- a. **Purchase of Land**
- i. It was noted that the purchase of this land may be able to move forward very shortly.

- ii. It was noted that the Charity had passed the draft documents to their legal advisors.
- iii. It was noted that the Parish Council already has S106 approval from AVDC relating to the purchase of this land and associated legal costs.
- iv. It was **RESOLVED** that the parish council was willing to meet the estimated purchase price (£33,398) and associated legal costs for both parties (estimated at £3,000).
- v. It was noted that formal purchase and land transfer documents would appear on a subsequent agenda for consideration and approval.

b. **Play Space**

- i. Initial groundwork underway.
- ii. It was noted that S106 approval, and ring-fenced funds, already exist relating to the play space project.
- iii. It was noted that in 2012 the parish council had worked with AVDC to undertake a full tendering exercise with extensive consultation. It was noted that Huck had been identified as the winning bidder in November 2012. A RoSPA pre-installation inspection had been obtained for the Huck design in April 2013. In April 2013, following comparison of quotes, it had been resolved to award the contract for removal of the old play equipment to Huck. Planning Permission had been obtained for the Huck design in May 2013 and re-obtained in 2016 upon expiry. In August 2013 a CDMC had been appointed. The initial process had stalled in September 2013 when Huck had already signed the contracts and they were awaiting countersignature by the Parish Council when the Charity landowner withdrew permission. In 2015 the Parish Council had confirmed to Huck that it did not intend to re-tender and would proceed when able.
- iv. It was noted that public procurement regulations had since changed, requiring the use of Contracts Finder.
- v. Rather than re-tender, it was **RESOLVED** that the parish council would honour its previous commitment to the full tender exercise completed in 2012 given that the appointed contractor had invested considerable time into the project, that the pre-installation inspection had already been obtained for this design, that planning permission had already been obtained for this design, that time constraints existed relating to the use of grant and S106 funds and that the residents had been awaiting the installation of this design for 7 years.
- vi. It was therefore **RESOLVED** that once confirmation had been obtained from the Charity that the land purchase would progress, that the Parish Council would re-engage with Huck to refresh and update the draft contract relating to installation of the play space and removal of the existing play equipment.
- vii. It was **RESOLVED** that once confirmation had been obtained from the Charity that the land purchase would progress, to re-investigate CDMC requirements and obligations.

c. **Skate Park**

- i. It was noted that S106 and grant funding plus ring-fenced reserves already exist for this project.
- ii. It was noted that AVDC had provided copies of the previous draft procurement documents but were unable to carry out the tender process on our behalf at present.
- iii. See minutes below re procurement assistance and S106 timescales.
- iv. It was noted that once confirmation had been obtained from the Charity that the land purchase would progress, that the Parish Council would need to tender for this project asap.

d. **S106 Funds**

It was noted that all S106 funds arising from Castlemead must be spent by 11/2/2021.

4) Specialist Procurement Assistance for Skate Park and Pavilion

- a. Council considered the associate specialist procurement services offered by SLCC. They have identified a suitably qualified associate with experience of procuring and project managing both skate parks and pavilions.

- b. It was **RESOLVED** that the parish council was in favour of sourcing such services due to work capacity and lack of experience currently available. It was felt that it was important that the council conducted this procurement correctly to fulfil all associated legal obligations.
 - c. It was **RESOLVED** to undertake an initial meeting with SLCC and the nominated associate, on a pro-bono basis. It was **RESOLVED** that the parish council would meet the travel expenses incurred by SLCC for this visit.
 - d. It was **RESOLVED** that the anticipated day rate seemed acceptable.
- 5) Event on 20/7/19 at Pavilion
- a. The application received relating to a family festival to raise funds for a local child requiring medical treatment was considered and it was **RESOLVED** to grant permission for this use.
 - b. It was further **RESOLVED** to waive the usual land hire costs for this event.

55/19 **STAFFING COMMITTEE – CLLR NICHOLLS IN CLLR BLUNT’S ABSENCE**

No meeting held during the month and therefore no report due.

County Councillor Wight departed the meeting.

Charity Matters:

56/19 **PITSTONE PARISH CHARITY**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Pitstone Parish Charity meeting held on 30/4/19. Further meeting scheduled for later 30/5/19.
- 2) No official response had been received from the charity re the council’s application to purchase the leisure land.

57/19 **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.
- 3) Applications to the charity:
 - a. It was noted that the trustees had granted approval for a hall hirer to play outdoor games on the recreation ground as part of a child’s birthday party.
 - b. It was **RESOLVED** to grant permission to Zone Fitness to occasionally, once or twice per week, hold 1:1 personal boxing sessions on the recreation ground providing they had adequate public liability insurance, did not restrict access for other users and caused no damage. It was **RESOLVED** that no charge would be applicable at present.

Matters Raised by the Working Groups:

58/19 **YOUTH CAFÉ:**

It was noted that the Café Manager would present to the year 6 children from Brookmead on 10 June 2019, following which they would be able to attend taster sessions at the youth café. It was noted that new volunteers were required at the café, hopefully from within the incoming parent group.

59/19 **HIGHWAYS AND PATHS**

- 1) Pitstone & Ivinghoe Safety Scheme: Awaiting response from BCC/TfB re Westfield Road junction. Awaiting draft minutes from last meeting from BCC/TfB. Next meeting to be scheduled for July.
- 2) Cycle-path to Tring: HCC investigation continues. West Midlands Trains survey anticipated in mid-June. Awaiting draft minutes of Station Travel Planning meeting.

60/19 **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.

61/19 **COMMUNITY AND PUBLIC TRANSPORT**

- 1) Community Bus Transport Survey: Revised survey had been circulated. No comments were given. Cllr Frearson to arrange working party meeting and determine if further amendments required before distribution of draft to neighbouring parishes.
- 2) Investigating bus to Tring station: incorporated within West Midlands Trains (WMT) Station Travel Planning survey eta mid-June.
- 3) Community Car Scheme:

- a. It was **RESOLVED** to trial the text messaging service between new co-ordinator and drivers to help ease communication difficulties. Should this be successful, approval will be sought at the June meeting re ongoing costs.
 - b. More drivers urgently required. It was **RESOLVED** to carry out a stand-alone leaflet drop of all homes in Pitstone, of an A5 double sided leaflet appealing for volunteer drivers for the scheme. It was **RESOLVED** that councillors would distribute the leaflets (not with PPP).
- 4) Working party membership: Cllr Frearson arranging inception meeting.

Other Matters:

62/19 **DEVOLVED SERVICES**

- 1) Works: No new issues had been identified during the month that required action.
- 2) Issues: It was noted that a complaint had been received regarding Crispin Field balancing pond and this had been passed to AVDC.
- 3) Banner requests: It was **RESOLVED** to grant permission for BeaconLit to display a banner at the recreation ground 29/6-14/7/19.
- 4) Vale of Aylesbury Housing Trust grass cutting: The update from County Councillor Anne Wight at the start of the meeting was noted. VAHT returning to cut the missed areas of grass in Glebe Close. Discussions ongoing between VAHT/BCC re future maintenance. The parish council is not able to cut this grass until BCC choose to devolve the appropriate powers.

District Councillors Town and Jenkins departed the meeting.

63/19 **POLICY/DOCUMENT REVIEW**

- 1) Information Policy: It was **RESOLVED** to adopt the updated policy and the Chairman was duly authorised to sign on behalf of the council.
- 2) Community Self-Help/Emergency Plan: It was **RESOLVED** to adopt the updated policy and the Chairman was duly authorised to sign on behalf of the council.
- 3) Signage for Local Wildlife Site: Cllr Stoddart drawing up draft artwork.
- 4) Receipt of council information: It was **RESOLVED** to continue with the existing arrangements ie:
 - all correspondence and meeting information circulated electronically to councillors as soon as available during the month
 - all summons/notices/financial information/clerks report etc, where applicable, circulated electronically to all councillors for main council meetings and committee meetings
 - all councillors to receive a hand delivered hard copy of summons and clerks report for full council meetings unless opted out (currently Cllr Nicholls only receives all materials electronically)
 - all summons/notices/clerks report for committee meetings to be circulated electronically to relevant councillors
 - Councillors to request hard copies to be printed of any document if they wish.

64/19 **CONSULTATIONS**

It was agreed to postpone consideration of the CAA consultation on decision making process for planned and permanent redistribution of air traffic proposals to be postponed until the June meeting.

65/19 **STREET LIGHTING**

It was **RESOLVED** to appoint Lamps & Tubes Illuminations to carry out structural tests on 35 lighting columns due for re-examination this financial year at a cost of £10 per column.

66/19 **ANNUAL ASSEMBLY**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Annual Assembly held on 14/5/19.
- 2) It was noted that the following matters had been referred to Thames Valley Police for action:
 - a. Communication of criminal activity
Residents requested regular articles from TVP in PPP about key current crimes and how residents could help protect themselves against them. TVP to liaise with PPP editor.
 - b. Parking in Castlemead
TVP to patrol Castlemead and tackle parking issues with offenders and/or via advisory notices on windscreens. TVP to supply a copy of notice to PPC for inclusion in Welcome Packs. It was **RESOLVED** that PPC would repeat the previous information issued in PPP regarding parking and remind residents that enough access is always required for emergency vehicles.

- c. ASB around the old quarry
TVP and HCC to patrol parking/inconsiderate driving/drink driving/ASB arising as a result of illegal access to the old quarry. Will respond if criminal activity reported. It was **RESOLVED** that PPC would repeat the previous information issued in PPP warning of the dangers of swimming in the lake. It was **RESOLVED** that PPC would write to both TVP and HCC to ask for confirmation of their plans on how they would tackle issues this summer and ask if they had revisited access issues with the landowner. BCC owns the grass verge and have declined to install bollards. The quarry is within private ownership and the owner has previously declined to re-instate secure fencing and signage. Whilst outside of the parish council duty, it was **RESOLVED** to employ one of our litter pickers to clear litter from the verge during the summer (our staff can't trespass onto the private land).
- d. ASB arising from drug use
TVP operations continue. Users dispersing from hall area to numerous locations around the village. Residents urged to report all instances witnessed to TVP via 101 or online reporting tool so that they can build up intelligence about which areas in use at what times, to better target their patrols.
- 3) Anti-Social Behaviour/Drug Use
a. TVP operations continue. Users dispersing from hall area to numerous locations around the village. Residents urged to report all instances witnessed to TVP via 101 or online reporting tool so that they can build up intelligence about which areas in use at what times, to better target their patrols.
b. TVP confirmed that the goal by Hever Close is not an issue. No drug related ASB by the goal. Different user groups.
c. It was **RESOLVED** that PPC would ask residents to be vigilant and report all witnessed activity to TVP.
- 4) General Inconsiderate Behaviour
It was **RESOLVED** that PPC would continue to promote good citizenship as dog fouling, poor parking, littering and inappropriate driving are all common complaints from residents and very difficult to address externally as require changes to individual behaviour.
- 5) Speedwatch
It was noted that a Speedwatch system must be a co-operation between TVP, BCC and the Parish Council and therefore required council members to participate and support, as well as volunteers from the community. It was **RESOLVED** to identify when the Ivinghoe Speedwatch patrols were over the coming month, and two members of the council (Cllrs Hawkins and Stoddart) agreed to attend and discuss the initiative further with their members. Report to be provided to June parish council meeting.
The information provided by the Local Area Forum regarding signage was noted.
- 6) Speeding on Westfield Road
a. It was **RESOLVED** to revisit a possible mVAS location on Westfield Road with Taylor Wimpey and Bucks County Council and obtain up-to-date quotations for the installation of a ground screw.
b. TVP to patrol.
- 7) Taylor Wimpey
It was **RESOLVED** to raise the following issues with Taylor Wimpey: (1) the difficulties with parking enforcement being experienced due to non-adoption of the roads (2) the problem of parking on the foot & cycle path by the maintenance gates to the Local Wildlife Site (3) dog fouling in the Local Wildlife Site (already installing bin and signage) and (4) speeding along Westfield Road and associated difficulties with enforcement.
- 8) Marsworth Road correspondence
The correspondence from the resident that had been unable to attend the Annual Assembly but subsequently wished to submit comments re Marsworth Road was noted. It was **RESOLVED** to respond to the resident with an update on the Ivinghoe & Pitstone Safety Scheme investigations.

67/19 ALLOTMENTS

- 1) Cllrs Hawkins and Crutchfield had declared interests in this item and did not participate in the discussions or voting.
- 2) Following consideration of the 3 anonymised quotations, it was **RESOLVED** to appoint Supplier 1 (subsequently revealed as J Hawkins). Winning quote: £290 for a full day and £150 for a half day JCB Backhoe Loader plus experienced qualified driver. Date of work tbc with Pitstone Allotment Association eta the autumn.
- 3) Following consideration of the 2 anonymised quotations received to relocate the short section of post & wire fencing, it was **RESOLVED** to appoint Supplier A (subsequently revealed as J Lowe & Sons of Chipperfield) who had offered to undertake the work and supply the materials free-of-charge. Risk Assessment and insurance to be supplied to National Trust & approval sought to commence the works.

68/19 **ITEMS RAISED BY MEMBERS OF THE PUBLIC**

- 1) Youth Project
 - a. Cllrs to walk the windmill field and determine if needs litter picking. Carry forward to June agenda.
 - b. It was **RESOLVED** that PPC would repeat the previous information issued regarding dog fouling to encourage residents to be good citizens.
 - c. See minute 66/19.c above re illegal use of old quarry.
- 2) Parking in Castlemead: see minute 66/19.b above.
- 3) 1st I&P Cubs: It was noted that the cubs would be litter picking in open spaces eg windmill field/Castlemead woodland walk in June and that assistance was being given to identify other community projects they could undertake in July, both as part of their Community Impact Badge. It was **RESOLVED** to enquire if they may like to assist with distribution of the leaflets appealing for the community car scheme volunteers.
- 4) Frog/toad sign for Stocks Road: It was **RESOLVED** to purchase the required frog/toad sign for the Pitstone end of Stocks Road. It was noted that Aldbury PC had been asked to purchase a sign for the other end. It was noted that a resident of Stocks Road was willing to erect the signs and remove them at the end of the season, repeating in subsequent years. Cost £45.31 + VAT.
- 5) VAHT Glebe Close railings: It was **RESOLVED** to pass the enquiry to VAHT and ascertain if they were willing to liaise with the residents.

69/19 **VACANCY IN THE OFFICE OF PARISH COUNCILLOR**

AVDC to advise by 3/6/19 if residents had called for an election. Assuming no election is required, and the parish council can co-opt to fill the vacancy, applications will be invited over the subsequent two weeks and appointment will appear on the June agenda.

70/19 **PRINTER**

- 1) It was noted that the 10-year-old HP printer was failing and could not be fixed.
- 2) It was **RESOLVED** to dispose of the existing printer and any unused toner currently held. Attempts would be made to sell anything with value.
- 3) It was **RESOLVED** to enter into a zero-cost rental agreement with LaserLife for a Kyocera 5526 printer and two members were duly authorised to sign the agreement. The terms and conditions were noted and approved.
- 4) It was noted that the parish council would be required to purchase future toner from LaserLife and that this company provided a competitive service. It was **RESOLVED** to purchase the necessary first set of toner and ongoing toner requirements, from LaserLife.

Financial Matters:

71/19 **ANNUAL REVIEW OF FINANCIAL AFFAIRS**

- 1) Direct Debits and Standing Orders

It was **RESOLVED** to continue with Direct Debits for:

 - utility provision (water, gas, electric and unmetered electricity)
 - financial services (NEST, credit card and bank charges)
 - software subscriptions (Sage accounting and payroll, Office 365, 1password)

It was noted that the council operates no Standing Orders.
- 2) Payments arising as a result of continuing contract, statutory duty or obligation

It was **RESOLVED** to continue with the following contracts:

 - employment matters eg contracts, PAYE/NI, NEST
 - HMRC VAT
 - part-spent contracts for utilities
 - part-spent contract for street light maintenance
 - part-spent contract with J Groom & Son as groundkeeper at pavilion
 - part-spent contract with J Leonard and R Porter to fulfil devolved services and move mVAS
 - contract with R Haynes re bus shelter cleaning
 - use of Almar (Tring) Ltd to print PPP
 - reduced rate stationery supplies via Staples Advantage
 - part-spent contract with D Rollins to supply Youth Café Management services
 - part-spent contract with AVDC re dog bin emptying
- 3) Bank Accounts and Mandates

It was **RESOLVED** to continue with the existing banking arrangements:

 - Unity Trust current account. Main account. Electronic banking with the clerk raising payments and any two councillors individually approving online before payment released. Cheques optional, signed by two councillors.

- Nat West current account. NatWest maintain at £10 balance. Cheques only. At least 2 councillors must sign cheque. All councillors except Cllr Crutchfield signatories.
- Nat West reserve account. Linked to Nat West current account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds reserves and accruals.
- Nat West S106 reserve account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds S106 maintenance funds for Castlemead play areas.
- Council currently holds no long-term investments or bonds.

4) BACS and Cheque Signatory Requirements

It was **RESOLVED** to approve the ongoing use of BACS. All payments are enacted by BACS whenever possible, with the Clerk only permitted to raise payments and two other councillors required to authorise online transactions before being processed by Unity. In exceptional circumstances payments can be issued by cheque eg Volunteer of the Year, requiring signature of cheque and counterfoil by 2 members of council.

5) General Power of Competence

It was noted that the necessary conditions were still met following the election in 2015 and therefore the General Power of Competence remains in force until the next election in 2020.

6) Allowances

It was **RESOLVED** to continue with the existing practice of not operating an allowance scheme for members or chair. Members are permitted to reclaim valid expenses upon receipt of a claim form and associated evidence/receipt.

7) Assets and Land

Following review, it was **RESOLVED** to confirm the accuracy of the list of assets and land held.

71/19 **ANNUAL REVIEW OF FINANCIAL AFFAIRS**

- 1) The timetable for internal and external audit and submission of documents was noted. It was noted that it was imperative that the June parish council meeting was not postponed.
- 2) It was **RESOLVED** to approve the draft Annual Report and Accounts for residents for publication in the next edition of PPP.
- 3) It was **RESOLVED** to note receipt of the draft Trustees Annual Report and Accounts from both Pitstone Recreation Ground Charity and Pitstone Parish Charity.

72/19 **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.

73/19 **INTERNAL CONTROLS**

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

Reports and Reminders:

74/19 **OTHER REPORTS**

- 1) Cllr Crutchfield provided a report on the TVP Community Forum held on 1/5/19. It was noted that TVP had advised that it was very important for residents to report all criminal activity as that enabled more patrols and more staff allocation to the area.
- 2) Cllr Crutchfield advised that Pitstone Memorial Hall Charity had held a meeting on 29/4/19 where a new Chair had been appointed.
- 3) Cllr Nicholls provided feedback on the tour of the CasePak Recycling Plant on 22/5/19.
- 4) Cllr Nicholls provided feedback on the 1st Ivinghoe & Pitstone Scouts District St George's Day Parade held on 5/5/19. It was **RESOLVED** to send an email of thanks to K Steers following his retirement.

- 5) The other reports were noted. Damaged pedestrian crossing signs on Marsworth Road had been reported to TfB. Missed dog bin emptying in the BOAT had been reported to AVDC.

75/19 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 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, 21 or 28/5/19,
- Sports and Leisure Committee meetings: 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, 2 or 9/4/19, 14/5/20
- Provisional date for volunteer event 2020: 16/1/20
- Annual parish assembly: provisional date for 2020 = Tues 12/5/20.
- 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.
- Keeping it Local: Design Workshop for Town & Parish Councils re new Buckinghamshire Council. 25/6/19 in Chesham – Cllr Mitra attending.

76/19 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 27/6/19. It was noted that the following would appear on the agenda:

- Annual review of equal opportunities policy
- Annual review of MVAS procedures and policy
- Annual review of Street Lighting Policy
- Annual review of contract with Youth Café Manager (expires July)
- PPP Submissions
- Approval of all year-end annual return etc for submission to external auditor
- Review of internal auditor’s report
- Annual review of youth café policies

No further agenda items were requested.

77/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 10.10 pm.

Signed: _____
Chairman

Date: 27 June 2019