

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 27 June 2019  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 10pm

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## 78/19 ATTENDANCE AND APOLOGIES

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

Others present: Three members of the public, District Councillors Derek Town and Sandra Jenkins plus Dave Seaton, Chair of Pitstone & Ivinghoe Entertainments. 2 members of Thames Valley Police attended for their item listed below.

Apologies: It was **RESOLVED** to accept apologies from Cllrs Weber, Mitra and Hawkins plus County Councillor Anne Wight.

## 79/19 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 Saintey declared an interest as an allotment holder and a member of National Trust. Members did not participate/vote in these discussions. No other interests were declared.

## 80/19 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.

## 81/19 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight had provided a written report which had been circulated to members and was available in printed form for the public. No questions arose.
- 2) District Cllr Town spoke about unitary and the new shadow cabinet, the Cheddington airfield planning applications, the ongoing issues regarding Victor House windows, non-disclosure agreement request to the council from HS2/Expressway, and urged parishes to review their neighbourhood plans in case any terms in VALP were more favourable than their NDPs (eg AVDC now reduced the volume of affordable housing required).
- 3) District Cllr Jenkins discussed the Environment and Living Committee meeting, including pothole management devolution trials, and provided a set of slides for circulation.

## 82/19 MINUTES OF THE MEETING held on 30/5/19

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 30 May 2019 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

## 83/19 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 2019. 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/LEAP: 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). S106 required LEAP to be installed prior to 50% occupation of dwellings – clerk chasing Bellway/AVDC as not yet been installed. Bellway say the design/drawings have not been approved by AVDC. AVDC think they were. The two parties are discussing.
- 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).
- 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.
- 12) Issues raised with Taylor Wimpey following annual assembly: TW advise are working on bringing estate up to adoptable standard. Are obliged to maintain the area as such for a period of 12 months before BCC adopt, unless BCC chooses to waive this.
- 13) Parking in Castlemead: TVP to patrol and speak to any residents parking unsafely. TVP still to provide copy of poster.
- 14) Unlawful use/anti-social behaviour at quarry: The quarry is in private ownership and therefore the responsibility of the landowner to keep trespassers out. The layby is in BCC ownership, but they’ve declined to install bollards. PPC repeated publication of previous information from TVP re not swimming in quarry. Despite not being PPC responsibility, PPC arranged for the publicly accessible layby area to be litter picked by council staff after hot weekends. TVP confirmed at the meeting that they will patrol.
- 15) ASB/drug use: TVP confirmed at the meeting the information required from public which the parish council will now publicise.
- 16) VAHT: PPC raised the issues relating to the railings at end of Glebe Close with VAHT on behalf of the residents. No response received to date.

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.
- 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. 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 90<sup>th</sup> birthday tree: WI abandoned plans to erect a plaque. No further action required.
- 10) Parking on Pavement Prohibition: District Councillor Town confirmed at the meeting that the initiative isn’t being taken up. VAHT confirmed that they usually approved any

requests from their tenants to drop the curbs but would not contribute to the cost of works or planning.

- 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 confirmed will accept cross charge for cost of bin and will respond with precise location requirement. PPC repeated publicity of dog fouling information.
- 12) Pavilion Phase III/Scouts: ongoing.
- 13) WI picnic table and daffodil planting: WI will purchase a few nets of daffodils and plant themselves in a location of PPCs choosing. WI will fund a wooden round picnic table from Allan Ball who makes the tables in Ashridge/Ivinghoe for a cost of £300. They are happy to wait until the play space is installed before installation but would prefer to pay up front.
- 14) PIE container: In process of arranging legal agreement.
- 15) PAA: fencing moved. Track/JCB hire eta October and will appear on September agenda to approve purchase of stone. PAA confirmed where they intended to dispose of soil excavated to make track. PAA confirmed details of replacement parking arising from the installation of wildflower bed by the gate. PAA confirmed that they would hand cut the section of hedge behind the wildflower bed if the contractor can't access via the access space left.
- 16) Signage for Local Wildlife Site: Cllr Stoddart producing draft.
- 17) Street Lighting: application to UK Power for reduced energy following LED installations. Updated UMS Certificate issued, and information passed to energy supplier for ongoing invoice amendment.

#### 84/19 **CORRESPONDENCE**

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

- 1) It was **RESOLVED** to seek further clarification from Bovingdon regarding the information they needed from their proposed visit and then arrange. Cllrs Nicholls and Crutchfield volunteered to attend.

#### 85/19 **THAMES VALLEY POLICY**

The two officers provided a crime update for Pitstone over the last 2 months: 1 x broken car window up by the old quarry; 1 x theft of a moped; 2 x attempted burglary; 1 x keyed car. There are some ongoing issues with anti-social behaviour associated with drug use in the village, at several locations. TVP are patrolling and continue to act against offenders. 1 x motorbike has been seized and arrests made. TVP urge residents to continue to report all witnessed activity via the website or 101 as this helps to target their patrols more effectively. TVP have also carried out a Drugs Operation in Pitstone which resulted in arrests. They confirmed that they will also patrol outside of the old quarry on hot evenings but that the landowner would not take further action to prohibit authorised access. The officers took some questions from public and council.

The council thanked TVP for attending the meeting and providing the update. The officers then departed the meeting to continue their patrols.

#### 86/19 **PITSTONE AND IVINGHOE SUMMER FESTIVAL**

It was **RESOLVED** to bring forward this agenda item and to permit Dave Seaton, the Chairman of Pitstone & Ivinghoe Entertainments (PIE), to address those present.

Mr Seaton explained that there had been 400 people at the film night last year and only 120 this year. The 70s disco which followed the film finished at midnight as only 5 attendees remained.

The House Mouse event on Saturday evening was attended by 550 people this year vs 480 last year. It operated using the same music system etc as in previous years and therefore the volume and impact should not have been any worse. PIE had taken additional measures this year to help buffer any noise loss eg locating extra tents around the main big top. Whilst the absolute number of complaints was relatively low, there was a notable uplift over previous years with residents saying that the impact had been worse on this occasion.

Mr Seaton advised that several long-term members of PIE had already planned to step down later this year. At their recent committee meeting, the existing committee had agreed to run the annual bonfire & fireworks in November 2019 even if replacement volunteers had not been identified by that point. However, unless several people volunteer to join the committee, it was possible that PIE may fold and there would be no subsequent summer festival or annual fireworks.

The committee had also determined that they would not host any further House Mouse style events. It involves a phenomenal amount of work for the small number of members on the committee and was not sustainable. PIE had also been established to provide events 'for the community by the community', and this year House Mouse had attracted an increased number of attendees from outside of the local villages. Should enough volunteers come forward to keep PIE operational, a different style of event may be considered for next year.

This year's summer festival was the most profitable for 5 years, making a profit of £2.5k which is utilised to fund the annual fireworks. Over the previous few years, the festival has made a loss.

Mr Seaton answered questions from members of the public.

The Chairman advised the public that the council grants permission for land hire on the condition that the appropriate bodies ie AVDC licencing, environmental health and Thames Valley Police had granted permission and issued the appropriate licences. Each request was considered at the time of application, which would continue to be the case in the future.

The council thanked Mr Seaton for attending and providing the update. PIE was also thanked for the efforts of their volunteers & members as it was recognised that a huge amount of effort went into staging events. Mr Seaton then departed the meeting.

### Committee Matters:

#### 87/19 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

- 1) There had been no separate meeting during the month and therefore no report to note.
- 2) Applications: None received.
- 3) Decisions:
  - a. **Woodz Pizza, Marsworth Road**, 19/00723/AAD, erection of front fascia signage (retrospective): AVDC approved (PPC tendered no objections)
  - b. **131 Yardley Avenue**, 18/02757/APP, increase in width of crossover: AVDC approved (PPC tendered no objections)
  - c. **Woodz Pizza, Marsworth Road**, 19/00331/APP, installation of flue (retrospective): AVDC approved (PPC tendered no objections)
  - d. **12 Short Hale**, 19/01488/APP, garage conversion: AVDC approved (PPC tendered no objections if AVDC were happy that enough parking remained within the boundary of the property)
- 4) Applications outstanding with AVDC:  
43 Marsworth Road, Rear of the Bell/Haldi, 7 Albion Road, 43 Cheddington Road, 16 Windsor Road, 6 Old Farm.

#### 88/19 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 13/6/19. It was **RESOLVED** to approve the recommendation from the committee to purchase a fridge for the pavilion, approximate cost £200.
- 2) Procurement/Project Management:
  - a. The feedback from the initial meeting with the Local Council Consultancy and associate was noted. It was **RESOLVED** that the parish council wished to progress with this option and to accept the associated outlined costs.
  - b. It was **RESOLVED** to delegate power to the sports and leisure committee meeting to handle the specification and tendering process for both the pavilion and skate park, with just the final recommendations on contractor appointment to be referred to full council for approval.
  - c. It was **RESOLVED** to seek quotations from Quantity Surveyors and Structural Engineers to provide the necessary information to include in the tender pack.
- 3) Pavilion Improvements, Phase II, Funding:
  - a. It was noted that the council had been successful with a grant application to the Vale of Aylesbury Housing Trust Project Grant scheme, and £10k had been awarded to the pavilion project. The associated terms and conditions were noted. It was **RESOLVED** to grant authority to the Chairman to sign the associated grant acceptance form on behalf of the parish council.
  - b. It was noted that other grant applications for funding towards this project were ongoing.

- 4) Leisure Development on the Recreation Ground:
- a. **Purchase of Land**
    - i. It was noted that official confirmation had been received from Pitstone Parish Charity that they were now able to move forward on the sale of the parcel of land to the Parish Council.
    - ii. It was noted that the Parish Council would be required to meet all associated costs incurred by the landowner and **RESOLVED** to accept the estimates provided by S A Law (£750+VAT+disbursements), Kirkby & Diamond (£1,500+VAT to produce the Charity Commission report) and Horwood & James (<£1k).
    - iii. It was further **RESOLVED** to pay the upfront undertaking required by S A Law to Horwood and James.
    - iv. It was noted that the final purchase price would be determined at time of completion but was estimated to be in the region of £33.5-£35k. It was **RESOLVED** to accept this method and cost.
    - v. It was noted that the Parish Council already has S106 approval from AVDC relating to the purchase of this land and associated legal costs.
    - vi. 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. As the purchase of the land was now progressing, it was **RESOLVED** to re-approach Huck to review and update the plans.
  - 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 this project would be progressed with the assistance of the Local Council Consultancy, see above.
- 5) It was noted that one of the newly planted trees on the recreation ground had been vandalised. It was **RESOLVED** to employ the contractor to remove the tree and store the cage until the autumn when a replacement tree could be purchased.

89/19 **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**  
No meeting held during the month and therefore no report due.

**Charity Matters:**

- 90/19 **PITSTONE PARISH CHARITY**
- 1) It was **RESOLVED** to note receipt of the draft minutes of the Pitstone Parish Charity meeting held on 30/5/19.
  - 2) It was noted that the Charity was now able to negotiate with the Parish Council regarding their application to purchase a parcel of land, see 88/19.4a above.
- 91/19 **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: It was noted that the charity had now received a response from the Charity Commission and therefore a meeting would be convened shortly.

**Matters Raised by the Working Groups:**

- 92/19 **YOUTH CAFÉ:**
- 1) Aylesbury Youth Action: It was **RESOLVED** to approve the draft video. The value of the input from the young people was recognised and it was **RESOLVED** to seek their direct input whenever an opportunity arose. It was **RESOLVED** to ask Aylesbury Youth Action to check that all participants had provided the appropriate consent forms prior to release.
  - 2) Year 6: It was noted that 25 of the 36 children in the year has currently attended one of the first 2 taster sessions.

- 3) Volunteer Appeal: It was **RESOLVED** to appeal for more volunteers via PPP/noticeboards/website/parents etc. It was **RESOLVED** that Cllr Stoddart and the PPP Editor would produce some artwork.
- 4) Youth Café Policies: It was **RESOLVED** to approve the full suite of youth café policies following the annual review. Permission was granted to the Chairman to sign on behalf of the parish council.
- 5) Café Services Contract: It was **RESOLVED** to arrange a meeting with the youth café manager to discuss renewing the contract for a further 12 months.
- 6) Membership: It was **RESOLVED** to ask the Café Manager to review the attendance figures by parish, to determine levels of out-of-parish attendance, and review admittance fees for non-parish attendees if necessary.

93/19 **HIGHWAYS AND PATHS**

- 1) Pitstone & Ivinghoe Safety Scheme: Next meeting to be scheduled for July by TfB.
- 2) Cycle-path to Tring: HCC investigation continues. Draft West Midlands Trains survey provided and anticipated to be live in July. Next Station Travel Plan for Tring/Cheddington meeting being held 5/7/19.
- 3) Speedwatch: Feedback was provided by Cllr Stoddart from the site visit and meeting undertaken in Great Gap. The process is very manual and labour intensive. It was **RESOLVED**, in the first instance, to approach the people that expressed an interest at the annual assembly and Cllr Stoddart would explain the process to them, seek their commitment and determine if they were willing to head-up such a project.
- 4) MVAS for Westfield Road: It was **RESOLVED** to re-seek permission from TW and BCC for an mVAS ground screw in Westfield Road and then seek updated quotations for the associated scan and grounds crew installation. It was noted that this was likely to be in the region of £700 + VAT.
- 5) Non-Official Slow Down signs: It was **RESOLVED** that the parish council wished to progress such signage, designed by local children and converted to temporary boards to be mounted on lamp posts along Westfield Road, Marsworth Road, Cheddington Road and Vicarage Road. It was **RESOLVED** to arrange a meeting with the Local Area Technician to determine locations and what type of imagery would be approved.

District Councillors Derek Town and Sandra Jenkins departed the meeting.

94/19 **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.

95/19 **COMMUNITY AND PUBLIC TRANSPORT**

- 1) Community Bus Transport Survey: It was **RESOLVED** to share the draft with the neighbouring parishes to see if they had any input/amendments.
- 2) Investigating bus to Tring station: incorporated within West Midlands Trains (WMT) Station Travel Planning survey eta July, and next meeting scheduled for 5/7/19.
- 3) Community Car Scheme:
  - a. It was **RESOLVED** to approve ongoing use of the text messaging service at a cost of £2.71 per month plus 3p per text.
  - b. More drivers urgently required. A5 leaflets had been produced. The Cubs were delivering in the first week of July around Castlemead. Parish councillors were delivering at their convenience around the rest of Pitstone. Copies were being included in the noticeboards and had been provided to the library.
- 4) Working party: It may be possible to progress via the matters above instead of having a separate meeting. Cllr Frearson to consider and advise.

One resident departed the meeting.

**Other Matters:**

96/19 **DEVOLVED SERVICES**

- 1) Works: No new issues had been identified during the month that required action.
- 2) Issues:
  - a. 1 x complaint that grass cuttings had not been blown from footpath. It was determined that this was a timing issue as the contractor goes around once to cut and then returns, sometimes on a separate day, to strim and blow.
  - b. 1 x complaint that the grass was cut too short.
- 3) Banner requests: No requests received this month.
- 4) Hedge Cutting Notices: 1 x notice issued re Crispin Field which has been actioned. 1 x enquiry raised regarding layby opposite Masons.
- 5) Vale of Aylesbury Housing Trust grass cutting:
  - a. It was noted that some residents had complained to a councillor that the grass was getting too long again.

- b. It is understood that VAHT will undertake one more cut of the grass in July and that BCC will then accept responsibility for the remainder of the current financial year. It was noted that VAHT had been cutting approximately 10 times per year and BCC only cut 2 times per year, so the grass may continue to get long between cuts. The parish council is not able to cut this grass until BCC choose to devolve the appropriate powers. It is understood that they may consider this for the following financial year.
- c. It was **RESOLVED** to put an update on the website/noticeboards etc.

97/19 **POLICY/DOCUMENT REVIEW**

- 1) Equality Policy: It was **RESOLVED** to adopt the updated policy and the Chairman was duly authorised to sign on behalf of the council.
- 2) mVAS Procedure and Policy: It was **RESOLVED** to adopt the updated policy and the Chairman was duly authorised to sign on behalf of the council.
- 3) Street Lighting Policy: It was **RESOLVED** to adopt the updated policy and the Chairman was duly authorised to sign on behalf of the council.

98/19 **CONSULTATIONS**

It was **RESOLVED** that no response was necessary to the CAA consultation on decision making process for planned and permanent redistribution of air traffic proposals.

99/19 **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.

100/19 **ITEMS RAISED BY MEMBERS OF THE PUBLIC**

Following a review of the windmill field, it was **RESOLVED** that no regular litter picking was required. It was also noted that this was National Trust land and outside Parish Council responsibility. NT arrange their own litter picking.

101/19 **75<sup>TH</sup> ANNIVERSARY OF VE DAY**

It was noted that the information had been provided to the British Legion, WI and St Mary's Church. No further action required by the parish council.

102/19 **PPP SUBMISSIONS**

It was **RESOLVED** to approve the submissions from Parish Council (removing the 3 areas that were no longer needed) and Cllr Mitra for PPP. It was **RESOLVED** to ask the PPP Editor to consider including information about the BBC 3 Counties Radio Local Awards.

103/19 **ICO**

It was **RESOLVED** to pay the annual GDPR/Data Protection Act fee to the Information Commissioners Office via Direct Debit (£35 including a £5 discount).

104/19 **VACANCY IN THE OFFICE OF PARISH COUNCILLOR**

As the closing date for applications had been very close to the June meeting it was **RESOLVED** to carry this forward to the July meeting to enable enough time for interviews.

105/19 **PITSTONE CHURCH COMMITTEE**

No members came forward to volunteer as a member of the committee. It was **RESOLVED** to keep the vacancy open in case this was something that the new member wished to consider and to review again next May following the election.

106/19 **JULY MEETING**

It was **RESOLVED** to move the July parish council meeting to 25/7/19 to reduce the gap between July and August meetings. Cllr Saintey tendered his apologies.

**Financial Matters:**

107/19 **FINANCIAL YEAR END**

- 1) Internal Audit
  - a. It was noted that IAC had conducted the Internal Audit on 11/6/19.
  - b. Following consideration of the Annual Internal Audit Report for 2018/19 provided by the internal auditor, it was **RESOLVED** to note receipt of the report. This will be submitted to the External Auditor.
  - c. The full report provided by the internal auditor was considered. It was **RESOLVED** to note receipt of the report. It was noted that it had been recommended that councillors (not clerk) undertook a physical check of assets on an annual basis and minute that this has been undertaken. Clerk to schedule.

- 2) Internal Control Review
  - a. It was noted that Council had undertaken an Internal Control Review and Annual Internal Audit in January 2019 with no matters arising.
  - b. Council conducted another Review of the Effectiveness of Internal Control and **RESOLVED** to approve, with the addition of the required asset review noted in 101/19.1c above.
  
- 3) The Annual Governance Statement
  - a. Having duly considered the above, council considered the questions laid before them within the Annual Governance Statement, Section 1 of the AGAR, and **RESOLVED** to enter a 'yes' response to all 9 questions.
  - b. It was **RESOLVED** to grant permission to the Chairman and Clerk to sign on behalf of the council.
  - c. This will be submitted to the External Auditor.
  
- 4) Accounting Statement for 2018/19 and Supporting Documents
  - a. Council considered the Accounting Statement for 2018/19, Section 2 of the AGAR, which had been signed and dated by the Responsible Financial Officer.
  - b. It was **RESOLVED** to approve the figures contained within the statement as an accurate record of the financial position of the council.
  - c. It was **RESOLVED** to grant permission to the Chairman to sign and date the Accounting Statement on behalf of the parish council.
  - d. Following consideration, it was **RESOLVED** to approve the associated year end Bank Reconciliation and permission was granted to the Chairman to sign and date the document on behalf of the Parish Council.
  - e. Following consideration, it was **RESOLVED** to approve the associated Reconciliation between Box 7 and Box 8 to convert the accounts from Receipts and Payments to Income and Expenditure. Permission was granted to the Chairman to sign and date the document on behalf of the Parish Council.
  - f. Following consideration, it was **RESOLVED** to approve the associated Explanation of Variances. Permission was granted to the Chairman to sign and date the document on behalf of the Parish Council.
  - g. It was noted that all the above documents will be submitted to the External Auditor.
  
- 5) Exercise of Public Rights
  - a. Following consideration of the requirements it was **RESOLVED** to confirm the period for the exercise of public rights for 2018/19 as 1/7/19-9/8/19.
  - b. It was **RESOLVED** that the required completed sections of the AGAR, the supporting papers, the 3-page notice and summary of rights would be posted to the website/Facebook/Twitter and noticeboards on 28/6/19.
  - c. Following review, it was also **RESOLVED** that the parish council made suitable arrangements for the exercise of public rights during 2018/19 for the exercise of public rights relating to the previous financial year. All information remains available on the website.
  
- 6) Annual Report and Accounts Descriptive Version  
It was **RESOLVED** to approve the above for publication in PPP, on the website/Facebook/Twitter and via noticeboards.
  
- 7) Cost of External Audit  
It was **RESOLVED** to accept the anticipated costs of External Audit via PKF Littlejohn of £400 + VAT for basic limited assurance review.

108/19 **SAGE INCREASE IN SUBSCRIPTION FEE**  
It was **RESOLVED** to accept the increase in fee imposed by Sage for Accounting and Payroll software (was £15pm and now £18pm from 1/7/19).

109/19 **FINANCIAL POSITION AND PAYMENTS**  
The council noted the bank reconciliation, budget monitor, 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.

110/19 **INTERNAL CONTROLS**  
The regular internal controls were conducted with no amendments requested or issues arising.

#### Reports and Reminders:



111/19 **OTHER REPORTS**

- 1) Cllr Frearson provided feedback from the LAF meeting held on 10/6/19. It was noted that the LAF currently had surplus funding and **RESOLVED** to enquire about the Community Car volunteer appeal leaflet printing.
- 2) Cllr Saintey provided feedback from the AVALC meeting held on 11/6/19 and supporting papers were being circulated in the correspondence pack.
- 3) Cllr Nicholls provided feedback from the TfB Conference held on 26/6/19.
- 4) Cllr Mitra had attended the Keeping it Local Design Workshop for Parish Councils on 25/6/19 and accompanying slides had been circulated electronically.
- 5) The other reports were noted.
- 6) Cllr Saintey asked the Clerk to report that the traffic lights by the railway bridge on the Upper Icknield Way were obscured by tree growth to Herts County Council.

112/19 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 25/7/19, 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, 25/6/20
- Sports and Leisure Committee meetings: 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, 11/6/20
- 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 and October (deadline 4/10/19)
- Play around the Parishes 2019 – booked for 10-12am on Fri 2/8/19 and 2-4pm on Fri 16/8/19
- 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 meeting postponed from 19/6/19 to 24/7/19.
- Next LAF 9/9/19.
- BVCL AGM 6/7/19 – Cllr Dr Frearson attending.
- AVDC Planning Forum new date tbc – Cllr Crutchfield attending
- Dylan Family Festival at pavilion 20 July 2019
- Parish Council 125 years old on 31/12/19.
- TfB conference 26/6/19 at The Gateway – Cllr Nicholls.
- AVALC meetings 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.
- TVP Local Policing Community Forum 7pm 1 August 2019 in Cheddington – Cllr Crutchfield to attend. The parish council has publicised to residents.

113/19 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 25/7/19. It was noted that the following would appear on the agenda:

- Quarterly review of Guide to Information Available
- Annual review of Pavilion Fire Risk Assessment & associated Emergency Plan, and Health & Safety Policy and Risk Assessment (sports and leisure committee meeting)
- Annual water testing and TMV service (sports and leisure committee meeting)
- Annual review of occupational licence with PJC Driving School (sports and leisure committee)
- Quarterly VAT Return
- Quarterly grant consideration

No further agenda items were requested.

114/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 10 pm.

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

Date: 25 July 2019