

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 25 July 2019
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.15pm

115/19 ATTENDANCE AND APOLOGIES

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

Others present: Five members of the public and District Councillor Sandra Jenkins.

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

116/19 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.

All members declared that they knew the applicant of the planning application for The Laurels, as he serves as a member of the parish council.

117/19 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.

118/19 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 Jenkins provided an update on unitary and answered. Further information about the proposed hubs will be sought and presented to the parish council at the next meeting.

119/19 MINUTES OF THE MEETING held on 27/6/19

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 27 June 2019 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

120/19 VACANCY IN THE OFFICE OF PARISH COUNCILLOR

It was **RESOLVED** to appoint Rob McCarthy to fulfil the vacancy in the office of parish councillor. All council members will be subject to election/re-election in May 2020. Rob McCarthy signed his Declaration of Acceptance of Office, in the presence of the Proper Officer, and was duly countersigned. Cllr McCarthy took a seat at the council table and was welcomed to the council. Cllr McCarthy also provided his Register of Disclosable Pecuniary Interests which will be provided to AVDC and uploaded to the website.

121/19 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, but this has not occurred.
- 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). AVDC advise that the play equipment should commence installation towards the end of August.
- 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 agreed between BCC/Bellway. Hope to commence work towards the end of August/September.
- 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. 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) Cllr Nicholls sourcing venue booking software to link to website
- 3) 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. Cllr Nicholls in the process of adapting for our website.
- 4) Online Pitstone Guide: being reviewed/undertaken by Cllrs Stoddard and Nicholls
- 5) Signage for Local Wildlife Site: Cllr Stoddart producing draft.
- 6) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 7) The Pightle Open Space: Cllr Weber investigating land ownership
- 8) 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.
- 9) Glebe Close/Woodz Pizza Noticeboard renovation: Glebe Close complete and reinstalled. Just Perspex to change in Woodz Pizza board.
- 10) Dog Waste: AVDC to relocate Windsor Road bin & install Local Wildlife Site bin eta by 26/7/19. AVDC checking contractor can empty bins twice weekly during winter.
- 11) WI picnic table and daffodil planting: WI will purchase a few nets of daffodils and plant themselves in a location of PPCs choosing. Discussions to confirm location in September. 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.
- 12) PIE container: Waiting for signed agreement to be returned by PIE.
- 13) PAA: Track/JCB hire eta October and will appear on September agenda to approve purchase of stone.
- 14) External Audit: submission with PKF Littlejohn

122/19 CORRESPONDENCE

The list of correspondence received during the month was noted. One anonymous letter was discussed in more detail where the parish council resolved that no further action be taken. The parish council protects the identities of all residents that contact us, unless the person specifically requests that their details are passed to a third party.

Committee Matters:

123/19 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:
 - a. **The Laurels, Old Farm, 19/02354/APP**, two storey side and single storey rear extension. As the applicant is a parish councillor, all members declared an interest (non-pecuniary) as knowing the applicant. As council could not proceed without dispensation, it was **RESOLVED** to proceed with discussing the application or the voice of other members of the public could not be represented. It was **RESOLVED** to grant permission for 2 neighbours to explain their objections. No other objections were received. Following consideration of the application it was **RESOLVED** to advise AVDC that the parish council had no objection to the application but to request (a) that AVDC checked that the boundary of the extension was the required distance from the property boundary as it could not be determined from the plan (b) that AVDC check that the extension would not exceed the loss-of-light requirements in relation to 39 Old Farm and (c) to advise AVDC that the development to the front of the property (garage/office/room) was not illustrated on the plan.
 - b. **38 Glebe Close, 19/02608/APP**, replacement front porch. No objections were received as a result of the neighbour notification program. Following consideration of the application it was **RESOLVED** to advise AVDC that the parish council had no objection to this application.
- 3) Decisions:
 - a. **7 Albion Road, 19/01311/APP**, first floor rear extension: AVDC approved (PPC tendered no objections).
 - b. **6 Old Farm, 19/01840/APP**, conversion of garage to gym: AVDC approved (PPC tendered opposition).
 - c. **43 Cheddington Road, 19/01542/APP**, dropped curb: AVDC approved (PPC tendered no objections).
- 4) Applications outstanding with AVDC:
Rear of the Bell/Haldi and 16 Windsor Road.
- 5) VALP:
Cllrs Crutchfield and Saintey provided feedback from the VALP session on 23/7/19 – most issues that arose were related to development by Bletchley and Milton Keynes.

One member of the public departed the meeting.

124/19 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 11/7/19.
- 2) Pavilion Improvements, Phase II:
 - a. Following consideration of the options, it was **RESOLVED** to apply for an S106 grant of £540k towards the project.
 - b. It was **RESOLVED** to postpone consideration of architectural/specification quotations until more quotes were available.
 - c. It was noted that a village resident had offered to assist with the Structural Engineering and **RESOLVED** that the parish council would be very grateful to accept.
 - d. It was noted that the Sports and Leisure Committee had appointed Local Council Consultancy to assist with the procurement.
 - e. It was **RESOLVED** to postpone consideration of principal designer/CDMC quotations until more quotes were available.

Two members of the public departed the meeting.

- 3) Leisure Development on the Recreation Ground:
 - a. **Purchase of Land:** Legal papers working their way through the various solicitors.
 - b. **Play Space:** Cllrs Saintey & Crutchfield provided feedback from the initial review meeting with Huck held on 24/7/19. Original proposals will now be updated and reviewed.
 - c. **Skate Park:** It was noted that the Sports & Leisure Committee had appointed the Local Council Consultancy to assist with the procurement. Work to commence once land within our ownership.

125/19 **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
It was noted that a meeting was scheduled for 7/8/19. Minutes would follow.

Charity Matters:

126/19 **PITSTONE PARISH CHARITY**
It was noted that no charity meeting had taken place during the month and therefore no report was due.

127/19 **PITSTONE RECREATION GROUND CHARITY**
It was noted that a charity meeting was scheduled for 25/7/19. Minutes would follow.

District Councillor Sandra Jenkins departed the meeting.

Matters Raised by the Working Groups:

- 128/19 **YOUTH CAFÉ**
- 1) Volunteer Appeal: The appeal had appeared in PPP, on noticeboards, on the website, Facebook and Twitter pages. No residents expressed an interest to date. Café Manager to contact the year 6 parents during the summer holidays.
 - 2) Café Services Contract:
 - a. Cllrs Crutchfield and Saintey provided feedback from the annual review meeting with the Café Manager.
 - b. It was **RESOLVED** to enter into a further 12-month contract with Dave Rollins on the same terms as previous years.
 - c. It was noted that the LAF currently had available funding. Café Manager to prepare a grant application for parish council approval to encompass new equipment (eg scooters) and a couple of local trips.
 - d. The data about attendee catchment was considered and it was **RESOLVED** not to take any further action.
- 129/19 **HIGHWAYS AND PATHS**
- 1) Pitstone & Ivinghoe Safety Scheme: Transport for Bucks arranging the final presentation for the first week of September. Cllrs Saintey, Crutchfield and Mitra to attend.
 - 2) Cycle-path to Tring: Workshop slides and meeting notes prepared by Tring circulated to all members. West Midlands Trains survey live from 5/7/19. It was **RESOLVED** to push out again electronically.
 - 3) Speedwatch: Thames Valley Police advised that Speedwatch could not be fully operational along Westfield Road until adopted (no letters could be sent), therefore they advised utilising the mVAS first to identify the scale of the problem and the most problematic times of day, which would then help better target Speedwatch. Cllr Crutchfield to double check non-enforcement until adoption at Local Policing Community Forum on 1/8/19.
 - 4) MVAS for Westfield Road: It was noted that Taylor Wimpey were unwilling to provide utility maps, requiring the parish council to conduct their own due diligence. Investigating costs and options. It was **RESOLVED** to purchase the maps if no free option could be identified and the costs were modest. The utility maps need to be provided before Sign Sense can quote for the ground-screw installation.
 - 5) Non-Official Slow Down signs: Cllr Dr Frearson to walk the 5 through-roads with the clerk and draw up a location plan for submission to BCC for consideration. Proposals for signs & competition to be presented back to full council.
- 130/19 **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.

131/19 **COMMUNITY AND PUBLIC TRANSPORT**

- 1) Community Bus Transport Survey: Ivinghoe, Marsworth and Cheddington to push out the survey through their next parish magazines. It was **RESOLVED** that Pitstone would publish in the next edition of PPP and hand deliver ahead of that time. Councillors agreed to assist with delivery. Cllr Nicholls to prepare online version and link (deadline 15/8/19).
- 2) Investigating bus to Tring station: incorporated within West Midlands Trains (WMT) Station Travel Planning survey (see above re cycle path).
- 3) Community Car Scheme:
It was noted that 6 people had expressed an interest in volunteering as a driver but only 1 has so far followed through and returned their forms. The co-ordinator will continue to follow up & will seek feedback from any that don't join.

Other Matters:

132/19 **DEVOLVED SERVICES**

- 1) Works: No new issues had been identified during the month that required action. It was noted that all Rights of Way & BOATs had now been cut. Grass verge cutting continues as and when necessary. Contractor investigating 'work in progress' signs to advise residents if returning later that day/following day to complete the job.
- 2) Vale of Aylesbury Housing Trust grass cutting:
Correspondence had been received on the day of the meeting from BCC offering to devolve the grass cutting in Yardley Avenue and Glebe Close to the parish council for the remainder of the current year. Enquiries to be made to establish the exact grass involved and with the contractor re capacity/cost so information can be considered at 5/9/19 meeting.

133/19 **LAF TRANSPORT SCHEME 2020/21**

Given the likely size of the LAF transport budget and the complexities of the Safety Scheme project, it was **RESOLVED** to apply for financial assistance towards a second mVAS. It was noted that all projects required 50% match funding, which would need to be included in the 2020/21 budget.

134/19 **MEMBERSHIPS**

It was **RESOLVED** to renew membership of Bucks Playing Fields Association for 1/4/19-31/3/20 at a cost of £20.

135/19 **CONSULTATIONS**

It was **RESOLVED** to respond to the Bucks County Council Highways Survey and a common response for the council was agreed.

136/19 **POST EVENT REVIEW - DYLANFEST**

Fundraising family festival held 20/7/19. No complaints received re noise etc. Event well organised and all required information provided in timely fashion. Cllr Frearson attended and reported that everyone seemed to be enjoying the event. Site left clean and clear. Raised approximately £1,100 towards the child's medical care. It was **RESOLVED** to write and thank the organising for leaving the site in such as good manner.

137/19 **ITEMS RAISED BY MEMBERS OF THE PUBLIC**

No matters raised by the public this month.

Financial Matters:

138/19 **QUARTERLY GRANT CONSIDERATIONS**

None received this month.

139/19 **QUARTERLY VAT RETURN**

It was noted that the Quarter 1 return had been submitted and HMRC had refunded £3,487.44 to the parish council.

140/19 **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.

It was **RESOLVED** to approve the August payments electronically in advance of the next meeting which wasn't scheduled to take place until 5/9/19.

141/19 **INTERNAL CONTROLS**

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

Reports and Reminders:

142/19 **OTHER REPORTS**

- 1) The mVAS report for Cheddington Road was noted.
- 2) Cllr Dr Frearson provided feedback from the BVCL AGM on 6/7/19.
- 3) Cllr Dr Frearson provided feedback from BeaconLit.
- 4) Cllr Dr Frearson provided feedback re the burst water main outside Masons and the prompt attendance of Anglian Water.
- 5) Cllr Crutchfield advised that the Memorial Hall Charity had appointed a new Chair, Rob Aldridge, at their last committee meeting. Mr Aldridge is also the treasurer. 1 new trustee is joining.
- 6) It was noted that the current long-term agreement for insurance was due to expire later this year. Came & Co insurance brokers will be visiting on 7/8/19 to review our portfolio and cover.
- 7) The other reports were noted.

143/19 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 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: 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.
- Next LAF 9/9/19.
- Parish Council 125 years old on 31/12/19.
- 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.
- AVDC Parish Planning Forum 30/7/19 – Cllr Crutchfield.
- Came & Co insurance review 7 August 2019 – Clerk.

144/19 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 5/9/19. It was noted that the following would appear on the agenda:

- Annual review of complaints procedure
- Ask contractor, under devolved services, to clear (1) alleyway between Cheddington Road and Crispin Field in September.
- Annual review of all GDPR policies, notices etc including social media/comms

No further agenda items were requested.

145/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.15 pm.

Signed: _____
Chairman

Date: 5 September 2019