

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 5 September 2019
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.40pm

146/19 ATTENDANCE AND APOLOGIES

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

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

Apologies: It was **RESOLVED** to accept apologies from Cllrs McCarthy and Blunt plus District Councillor Sandra Jenkins.

147/19 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 know the resident of Pitstone Green Farm, although it was acknowledged that the below planning application for the barn relates to National Trust and their tenant farmer and not the farm itself.

148/19 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.

149/19 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight provided updates on current unitary consultations (council tax support and community boards), the forthcoming LAF, the forthcoming LAF traffic calming sub-group meeting, new family centres and the Face Up to Prostate Cancer campaign. Following questions raised, Cllr Wight confirmed that BCC had apologised for issues regarding school transport at the start of term and a press release had been issued.
- 2) District Cllr Town provided an update on: Woodland Trust tree packs (PPC to investigate and potentially add to future agenda), the campaign by Ivinghoe Together (local pressure group and not parish council) to lobby the BCC freight strategy group to make permanent the weight restriction on Brownlow Bridge and reduce it to 7 tonnes, the fact that the new unitary body was currently looking to see how all the various planning departments could be merged (some don't include parish councils as automatic consultee).

150/19 MINUTES OF THE MEETING held on 25/7/19

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

151/19 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 liability to upgrade due to SOX/SON being discontinued. TW provided data sheets for phases 1-4 (not 5) which includes 109 x SON lanterns of either 50 or 70 watts, which would cost in the region of £65,400 to upgrade to LED. 2 have faults. 11

- data sheets missing. Columns inspected in May and some lights now out. Liaising with Steve Essam at BCC.
- 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). Due to be installed by end 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): BCC hope that works will commence 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) Online booking system: Cllr Nicholls recommended free trial of Hallmaster. Clerk has created all the various facilities, charges, customers, bookings etc. DN assisted with integration into parish council website. Trial now live with hirers (approximately 80 days of free trial remaining).
- 4) 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.
- 5) Online Pitstone Guide: being reviewed/undertaken by Cllrs Stoddard and Nicholls
- 6) Signage for Local Wildlife Site: Cllr Stoddart producing draft.
- 7) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 8) The Pightle Open Space: Cllr Weber investigating land ownership
- 9) Glebe Close/Woodz Pizza Noticeboard renovation: Glebe Close complete and reinstalled. Just Perspex to change in Woodz Pizza board.
- 10) Dog Waste: AVDC relocated Windsor Road bin & installed Local Wildlife Site bin. They have spoken to their contractor regarding our request for twice weekly emptying throughout the year and they are still investigating this. The current thought is that we would not be able to provide this however we are looking into changing your collection days to see if they would have the operational capacity to do this work. They will be able to provide a definitive answer before the winter schedule starts.
- 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: PIE have a committee meeting on 5/9/19 and will advise if still require a container at the pavilion site after this date.
- 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
- 15) Speedwatch: TVP advised that no enforcement letters could be sent as a result of any Speedwatch along Westfield Road until the highway had been adopted. Recommended

mVAS first to establish scale of issue & most likely problematic times. Review post mVAS and adoption.

152/19 **CORRESPONDENCE**

The list of correspondence received during the month was noted. It was **RESOLVED** to add the 5G consultation to the 26/9/19 agenda.

Committee Matters:

153/19 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes arising from the Planning Committee meeting held on 22/8/19.
- 2) Applications:
Pitstone Green Farm, Vicarage Road, 19/03150/AGN, erection of replacement agricultural barn. 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. It was **RESOLVED** to request that due diligence and care was undertaken during the removal of the fire damaged asbestos.
- 3) Decisions: None notified by AVDC.
- 4) Applications outstanding with AVDC: Rear of the Bell/Haldi, 16 Windsor Road, The Laurels in Old Farm, 38 Glebe Close and 35 Cheddington Road.
- 5) AVDC Planning Forum: Cllr Crutchfield provided feedback from the forum held on 30/7/19.

154/19 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTLEY, CHAIR OF COMMITTEE**

- 1) It was noted that no committee meeting had been held during the month, so no report was due.
- 2) The remedial works that had needed to be undertaken during the month (replacement of broken roof tiles, replacement of broken sections of fencing and repair of broken commemorative plaque) were noted and it was **RESOLVED** to meet the associated costs.
- 3) Pavilion Improvements, Phase II:
 - a. It was noted that the S106 grant application had been submitted to AVDC. The officer had accepted the application and was circulating to the panel for consideration/authorisation.
 - b. It was **RESOLVED** to amend the previous resolution, and progress with the procurement by following a Design and Build route rather than Traditional procurement route. Under this method the contractors have more freedom to choose options that fulfil council's requirements, but they take on board the risks.
 - c. It was **RESOLVED** to employ the necessary partners to prepare a robust Employers Requirements brief to issue to potential contractors.
 - d. Following consideration of the quotations it was **RESOLVED** to appoint Woods Hardwick as the architect for RIBA stages 4-6. It was further **RESOLVED** to postpone actual appointment of contractor to the Sports and Leisure Committee on 12/9/19 once a question regarding novation had been resolved.
 - e. Following consideration of the quotations it was **RESOLVED** to award the Principal Designer/CDMC contract to CDMPC for a cost of £3,200/0.4% of construction cost.
 - f. It was **RESOLVED** to engage Mr B Brooks to act as Structural & Civil Engineer, who had offered to provide his expertise free-of-charge.
 - g. It was **RESOLVED** to postpone consideration of appointment of Mechanical/Electrical Engineer and Quantity Surveyor to the Sports and Leisure Committee on 12/9/19.
 - h. It was **RESOLVED** to add Cllr Stoddart to the committee so that she could share her construction expertise. Cllr Stoddart was thanked for her assistance.
- 4) Leisure Development on the Recreation Ground:
 - a. **Purchase of Land:**
 - i. It was **RESOLVED** to accept the terms of the associated covenant, imposed by the seller.
 - ii. It was **RESOLVED** to accept the need of the seller to transfer the land to the Parish Council in 2 x parcels. Parcel 1, containing most of the land could be transferred now and parcel 2, a 30cm strip along the boundary to be transferred upon completion of the seller's

main sale of the PDA parcel to the developer (this second parcel contains the covenant).

iii. It was noted that the associated legal papers per working their way through the various solicitors and would be presented to the next meeting for signature.

b. **Play Space:**

i. Revisions to contract:

1. It was noted that the slide was no longer required by resident.
2. It was **RESOLVED** not to re-install the youth shelter or kicking wall at present. Both would remain in storage at the pavilion site.
3. It was **RESOLVED** that the play space removals within the skate park area would be cleared to ground level and the foundation surface made safe with no protrusions but that the removal of foundations should be carried out by the skate park contractors.
4. It was **RESOLVED** to accept other minor amendments including: some items of equipment have already been removed (eg rolling barrel), a number of trees have already been removed, a section of path has been installed (but dog legs to the gates will now be required), that the allotment site will no longer be available as a site compound and the picnic bench supplier has changed.
5. It was noted that Huck had confirmed that they could still provide the Cheops high climbing unit with slide.

ii. CDMC

It was **RESOLVED** to re-engage CDMPC to act as CDM and fulfil council's legal obligations for this project, for the nominal fee of £500.

iii. Contracts

It was noted that Huck would supply amended JCT contracts and supporting documents for consideration & approval at a subsequent meeting.

c. **Skate Park:** Work to commence once land within our ownership.

155/19 **STAFFING COMMITTEE – CLLR NICHOLLS**

It was **RESOLVED** to note receipt of the draft minutes of the Staffing Committee meeting held on 7/8/19. In Cllr Blunt's absence, Cllr Nicholls provided an update on the issues discussed.

District Councillor Town and County Councillor Wight departed the meeting.

Charity Matters:

156/19 **PITSTONE PARISH CHARITY**

- 1) It was **RESOLVED** to note the update from the Parish Charity meeting held earlier on 5/9/19.
- 2) It was **RESOLVED** to confirm to the Charity that the Parish Council was willing to accept the necessary terms and conditions relating to the council's purchase of the leisure land from the Charity and that the council would accept the associated covenant regarding the ransom strip.

157/19 **PITSTONE RECREATION GROUND CHARITY**

It was **RESOLVED** to note receipt of the draft minutes of the Recreation Ground Charity meeting held on 25/7/19.

Matters Raised by the Working Groups:

158/19 **YOUTH CAFÉ**

- 1) Volunteers: No applicants had come forward following the village wide appeal. One parent volunteer has come forward. One existing volunteer has had to step down.
- 2) Grant:
 - a. It was noted that the LAF grant application for £2,080 had been submitted (previously approved by members electronically) towards scooters, skateboards, basketball hoops and assistance towards 2 trips.
 - b. It was **RESOLVED** that, if the above grant was approved, the parish council would make a financial contribution of up to £280 towards the cost of the 2 trips and £100 towards the cost of the new equipment.
 - c. It was noted that the young people would be required to raise £20 towards the cost of the equipment and would be required to contribute £4 per person towards the cost of each trip (a normal café session would cost £2).

- 3) Trip Policy: It was **RESOLVED** to adopt the draft Guidelines and Policy relating to trips for young people and the Chairman was granted authority to sign on behalf of the council.
- 4) Registration Website: It was noted that work was underway regarding the introduction of a website for parents to manage their child's registration at the youth café. Café Manager to provide further details of data hosting and accessibility options.

159/19 **HIGHWAYS AND PATHS**

- 1) Pitstone & Ivinghoe Safety Scheme:
 - a. It was noted that Transport for Bucks had postponed the presentation of the Pitstone and Ivinghoe reports. New date being arranged.
 - b. It was **RESOLVED** that no LAF Transport Scheme grant funding application could be submitted for 2020/21 until the above meeting had taken place.
- 2) Cycle-path to Tring: West Midlands Trains survey live from 5/7/19. No further update.
- 3) MVAS for Westfield Road:
 - a. Following consideration of the quotations, it was **RESOLVED** to approve the quotation of £363 from Sign Sense (only approved BCC installer) to install the ground screw.
 - b. It was **RESOLVED** to agree to the terms and conditions stipulated by Taylor Wimpey. The contractor possesses the necessary insurance and no works fall within either the highway or the footpath.
 - c. It was **RESOLVED** that the council would postpone submitting a grant application to LAF for a second mVAS unit until after the current grant application round (for youth café) had been considered.
- 4) Non-Official Slow Down signs:
 - a. It was **RESOLVED** to note the feedback from our BCC LAT regarding the proposals.
 - b. It was **RESOLVED** to approve the proposed competition methodology, prizes and associated costs to run the competition and produce the signs (approximately £450).
 - c. It was **RESOLVED** to note the associated privacy impact assessment.

160/19 **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.

161/19 **COMMUNITY AND PUBLIC TRANSPORT**

- 1) Community Bus Transport Survey: Survey live in Pitstone, Ivinghoe, Cheddington and Marsworth until 1/11/19.
- 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: Co-ordinator advised that there are now 9 active drivers and 1 further volunteer pending completion of process. More volunteer drivers still required.

Other Matters:

162/19 **DEVOLVED SERVICES**

- 1) Vale of Aylesbury Housing Trust grass cutting:
 - a. It was **RESOLVED** to accept additional devolved services from BCC in respect of areas of grass (not all grass) within both Yardley Avenue and Glebe Close which has passed from VAHT to BCC.
 - b. It was noted that BCC would provide an allowance of £129.43 to the parish council for this work, for the remainder of the current financial year.
 - c. It was **RESOLVED** to accept the quotation from the devolved service contractor, J Leonard Ltd, of £95 per cut to undertake the work.
- 2) Cheddington Road/Crispin Field alley
 - a. It was **RESOLVED** to ask the contractor to carry out the annual siding out & cutting back the shrubbery along this alley.
 - b. It was noted that BCC had advised that they no longer carried out tree risk inspections nor tree works to their stock, unless it posed a safety hazard. It was therefore **RESOLVED** that no works were required to the tree in the above location.
- 3) Event permits
It was noted that the council had granted permission for 1 x banner for the Ivinghoe Fruit & Veg Show during the month (approved by members electronically).

163/19 **POLICY REVIEW**

- 1) Complaints procedure:
It was **RESOLVED** to approve the updated policy which encompassed the advice

issued by NALC in LTN9E. The Chairman was duly authorised to sign on behalf of the council.

- 2) GDPR:
 - a) It was **RESOLVED** to approve all the updated suite of policies, forms, notices and documents. The Chairman was duly authorised to sign them all on behalf of the council.
 - b) It was **RESOLVED** to note receipt of the latest advice from the ICO re personal devices. No members requested any hardware.
- 3) Financial Regulations:

It was **RESOLVED** to approve the updated regulations which encompassed the amendments issued by NALC. The Chairman was duly authorised to sign on behalf of the council.

164/19 **CONSULTATIONS**

It was **RESOLVED** to move consideration of the Buckinghamshire Council Community Board consultation to 26/9/19 meeting to provide members with enough time to attend one of the associated events.

165/19 **INSURANCE**

Following consideration of the quotations provided by Came & Company brokers; it was **RESOLVED** to enter into a 3-year long term agreement with Hiscox. Annual premium £2,408.43.

166/19 **ITEMS RAISED BY MEMBERS OF THE PUBLIC**

No matters raised by the public this month.

Financial Matters:

167/19 **MAKING TAX DIGITAL**

It was noted that the parish council had registered for Making Tax Digital. First tax return to be submitted October.

168/19 **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** that Cllr Stoddart would try and contact the outstanding debtor.

169/19 **INTERNAL CONTROLS**

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

Reports and Reminders:

170/19 **OTHER REPORTS**

- 1) The feedback from Play around the Parishes was noted.
- 2) Cllr Crutchfield provided feedback from the TVP Local Policing Community Forum held 1/8/19.
- 3) The other reports were noted.

171/19 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 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, 30/4/20, 21/5/20 (must be 4-18 days after election), 25/6/20, 23 or 30/7/20, 27/8/20 or 3/9/20, 24/9/20
- Sports and Leisure Committee meetings: 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, 9/7/20, 13/8/20, 10/9/20
- Provisional date for volunteer event 2020: 16/1/20 (ways to encourage cross volunteering?)
- Annual parish assembly: provisional date for 2020 = Tues 12/5/20.
- PPP Publication dates: January, April, July and October (deadline 4/10/19)
- Parish Elections 7/5/20.
- Unitary "Buckinghamshire Council" established 1/4/2020 with elections (Unitary and Parish) 7/5/2020. Unitary elections 7 May 2020, then 2025, then every 4 years.
- Next LAF 16/9/19 (3 from Cllrs Mitra, Saintey, Crutchfield, Frearson, Blunt) and will include consideration of grants (including PPCs youth café submission)

- Next LAF Traffic Calming Sub-Group 19/9/19 7pm Mentmore (3 from Cllrs Mitra, Saintey, Crutchfield, Frearson, Blunt)
- 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.
- BMKALC AGM 15/11/19 & Conference 29/11/19 – Cllr Mitra attending both

172/19 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 26/9/19. It was noted that the following would appear on the agenda:

- second quarter budget monitor and first thoughts for budget (& 3-year plan)
- Decide which lights plan to upgrade to LED in 2020/21 and include associated figure in budget
- Remind all clubs to practice a fire evacuation of the pavilion building on an annual
- End Sept - Quarterly review of staff hours/overtime for staffing committee
- PPP submissions for October edition
- Consider/approve location for extra WI daffodils

No further agenda items were requested.

173/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.40 pm.

Signed: _____
Chairman

Date: 26 September 2019