

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 26 September 2019  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 9.39pm

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## 174/19 ATTENDANCE AND APOLOGIES

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

Others present: One member of the public, District Councillors Derek Town and Sandra Jenkins.

Apologies: It was **RESOLVED** to accept apologies from Cllr Saintey (leave) and County Councillor Anne Wight.

## 175/19 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 works at the allotment track.

Members did not participate/vote in these discussions. No other interests were declared.

## 176/19 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.

## 177/19 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight had provided a written report, which was available for the public, on Home to School Transport, National Recycle Week, Luton airport consultation and World Mental Health Day.
- 2) District Cllrs Jenkins and Town provided an update on the Community Board Consultation, climate change actions, freight strategy, Luton airport consultation, homelessness and the Shadow Overview and Scrutiny Committee. A discussion took place regarding Portland House and the ongoing debate between AVDC & the developer re the windows.

## 178/19 MINUTES OF THE MEETING held on 5/9/19

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 5 September 2019 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

## 179/19 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. DM at BCC liaising with Street Lighting team and will advise in due course.
- 3) Castlemead Public Open Space Phase III: TW to AVDC. Engrossments signed by AVDC and submitted to TW. TW obtaining approval from original landowner regarding a charge on one parcel of the open space. AVDC advise that all subsequent phases of open space are not being adopted by AVDC and will be passed to a management company.

- 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 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) 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) Glebe Close/Woodz Pizza Noticeboard renovation: completed
- 9) PIE container: PIE may wish to store some items in the council's container at the pavilion site but wish to postpone discussions until after the bonfire event.

180/19 **CORRESPONDENCE**

The list of correspondence received during the month was noted.

- 1) It was **RESOLVED** to add consideration of the County Councillor Community Leader Fund to the October agenda.
- 2) It was **RESOLVED** that the Parish Council did not wish to add the NALC National Audit Office consultation to the October agenda as it felt no individual response would be necessary.
- 3) It was **RESOLVED** to approve for Cllr Mitra to attend the Chiltern Society National Paralympic Heritage Trust Tour on 4/10/19 at a cost of £7.
- 4) It was **RESOLVED** to place the Bucks Fire Public Safety Plan Consultation (open until 18/11/19) onto the October agenda.
- 5) It was noted that the Chiltern Society membership renewal notice had been received and this would be added to the October agenda.

**Committee Matters:**

181/19 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) No committee meeting had been held during the month so no report due.
- 2) Applications: None received prior to the full council agenda. One application received this week, so planning committee will be convened for 10 October 2019.
- 3) Decisions:
  - a. **38 Glebe Close**, Replacement front porch: AVDC approved.
  - b. **Pitstone Green Farm, Vicarage Road**, 19/03150/AGN, erection of replacement agricultural barn: AVDC approved.
- 4) Applications outstanding with AVDC: Rear of the Bell/Haldi, 16 Windsor Road, The Laurels in Old Farm and 35 Cheddington Road.

182/19 **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 held on 12/9/19 and the resolutions passed regarding Phase II development of the pavilion.
- 2) Pavilion Improvements, Phase II:
  - a. It was noted that the S106 grant application for £540k had been approved by AVDC. It was **RESOLVED** to accept the associated terms and conditions. It was noted that AVDC had approved the appointment of the architect and principal designer.
  - b. It was noted that the council was still obtaining quotations for Mechanical and Electrical Engineering design assistance and **RESOLVED** to delegate appointment to the Sports and Leisure Committee on 10/10/19.
- 3) Leisure Development on the Recreation Ground:
  - a. **Purchase of Land:**
    - i. It was **RESOLVED** to purchase the main section of leisure land from Pitstone Parish Charity for the previously discussed price of £33,398, to be effective immediately.
    - ii. It was **RESOLVED** to purchase the 30cm strip along the boundary from Pitstone Parish Charity for £1, to be effective as soon as the PDA land transfer completes.
    - iii. It was **RESOLVED** to grant permission for two members of the Parish Council to sign both TP1 Land Transfers on behalf of the council, witnessed by the Proper Officer, as per standing orders.
    - iv. It was **RESOLVED** to grant authority for two members to approve the associated back transfers, for both the purchase of the land itself and the associated legal fees which council has already resolved to meet, as soon as the relevant invoices have been received from the solicitor to enable the land purchase to complete as soon as possible.
  - b. **Play Space:** The parish council is still waiting for amended information from the preferred supplier. Full details to be approved at the 31 October 2019 meeting.
  - c. **Skate Park:** Work to commence once timescales for play space known.
- 4) Portable Goals on the Recreation Ground: It was **RESOLVED** to advise P&IUFC that (1) as the Recreation Ground Charity would have no means of recouping the expenditure and could not be disadvantaged by use of its land as a football pitch, that the club would be required to make a significant contribution to the associated costs (2) that the <18 team should be bringing sufficient adult assistance to safely manoeuvre either set (fixed or portable) goals (3) that the council would consider recommending a trial to the Recreation Ground Charity and would consider making a proportionate contribution, if P&IUFC agreed to make a significant contribution to the expenditure and agreed to the related terms.

183/19 **STAFFING COMMITTEE – CLLR NICHOLLS**

It was noted that no meeting had taken place during the month, therefore no report was due.

**Charity Matters:**

184/19 **PITSTONE PARISH CHARITY**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Parish Charity meeting held on 5/9/19 including the resolutions regarding the disposal of land to the council.
- 2) It was **RESOLVED** to confirm to the Charity that the Parish Council had signed the TP1s in accordance with standing orders and would return to the Charity's solicitor, along with the associated payments (via Horwood & James). See 182/19.3a above.

185/19 **PITSTONE RECREATION GROUND CHARITY**

It was noted that no meeting had been held during the month, therefore no report was due.

**Matters Raised by the Working Groups:**

186/19 **YOUTH CAFÉ**

- 1) Volunteers: Still in need of further volunteers.

- 2) Training: It was **RESOLVED** to approve attendance for 2 x volunteers on Safeguarding Training on 28/10/19 at a cost of £40 per person.
- 3) Grant: BCC LAF has confirmed that the grant was approved in principle but that they would need to attach terms and conditions to the trips. At time of the meeting PPC is still waiting to hear the details of these conditions.
- 4) Registration Website: Previous suggestion may not have been GDPR compliant and therefore Cllr Nicholls will investigate alternatives.

#### 187/19 HIGHWAYS AND PATHS

- 1) Pitstone & Ivinghoe Safety Scheme: Presentation of Feasibility Study by BCC scheduled for 2/10/19.
- 2) Cycle-path to Tring: Top line results from West Midlands Trains access survey provided. Cycling deemed more viable than walking. WMT will be introducing a Car Share Scheme for Tring Station next week, details to be provided by WMT so that the parish council can promote to residents. Next meeting scheduled for 30/9/19, Cllr McCarthy attending.
- 3) MVAS for Westfield Road:
  - a. Order placed for ground-screw. Installation date tbc.
  - b. The draft application was considered and it was **RESOLVED** to submit the grant application to the BCC LAF non-transport scheme towards a second mVAS unit which would enable more frequent rotation now that a 4<sup>th</sup> site had been added.
- 4) Non-Official Slow Down signs: Publicity had been launched and Entry Forms distributed. Competition live until 25/10/19. A meeting would be arranged for November to judge the entries and select winners.

#### 188/19 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.

#### 189/19 COMMUNITY AND PUBLIC TRANSPORT

- 1) Community Bus Transport Survey: Survey live in Pitstone, Ivinghoe, Cheddington and Marsworth until 1/11/19. Approximately 25 responses received to date.
- 2) Investigating Transport to Tring station: Preliminary survey results provided by WMT. Community transport and car share deemed more viable than public transport. See above comments in 187/19.2.
- 3) Community Car Scheme: Now 10 active drivers vs target of 20.

District Councillors Town and Jenkins departed the meeting.

#### Other Matters:

#### 190/19 DEVOLVED SERVICES

- 1) Extension to Contract from BCC:
  - a. It was **RESOLVED** to advise BCC that it would be interested in an extension of contract from BCC until 31/3/2022. However it was **RESOLVED** to advise BCC that as the Devolved Service funding had not increased for the last 5 years, and this would extend that for a further 7 years, that the parish council did think an increase in funding was appropriate as costs had continued to rise and the allowance does not meet operating costs.
  - b. It was **RESOLVED** to postpone a review of fulfilment of any Devolved Service contract extension until January 2020, to provide time for BCC to provide further details.
- 2) Event Signage Permits:  
It was **RESOLVED** to grant the following event signage permits (a) P&I UFC fundraising event on 30/11/19 (b) Beacon Choir Christmas Concert on 7/12/19 and (c) PIE Bonfire & Firework on 2/11/19.

#### 191/19 POLICY REVIEW

No policies due for review. Cllr Frearson requested he be provided with a draft Environmental Policy for consideration/adaptation.

#### 192/19 CONSULTATIONS

- 1) It was **RESOLVED** that no response to the Buckinghamshire Council Community Board consultation was required.
- 2) It was **RESOLVED** that no response to the MHCLG/DCMS consultation on extending 5G mobile provision in rural areas was required.

- 193/19 **ALLOTMENT TRACK**  
It was **RESOLVED** to accept the updated quotation of £22.50 per tonne x 20 tonnes for supply and delivery of type 1 stone to the allotments by Clark Contracting. Work likely to be undertaken during October.
- 194/19 **WOODLAND TRUST FREE TREE PACKS**  
It was **RESOLVED** not to apply for any packs at present.
- 195/19 **2020 MEETING DATES**  
1) The full council, sports & leisure committee, annual assembly and volunteer event dates for 2020 were determined (see 206/19). It was **RESOLVED** to make the associated Memorial Hall bookings.  
2) The clerk to provide clarification on election campaign advertising, if required, at the appropriate time.
- 196/19 **PPP SUBMISSIONS**  
It was **RESOLVED** to approve the council's PPP submissions for the forthcoming edition of the magazine.
- 197/19 **EVENTS**  
It was **RESOLVED** to approve the application from PIE to hold the annual bonfire and firework event at the pavilion site on 2/11/19.
- 198/19 **DOG WASTE**  
It was noted that neither AVDC nor a non-related contractor could provide twice weekly emptying over the winter period. It was therefore **RESOLVED** to revert to once weekly over the winter and monitor the situation to see if any changes to bin provision needed to be made.
- 199/19 **ITEMS RAISED BY MEMBERS OF THE PUBLIC**  
1) It was **RESOLVED** to suggest to the WI that the daffodils were planted by the junctions of Glebe Close/Marsworth Road and Yardley Avenue/Cheddington Road. It was **RESOLVED** to seek associated permission from BCC.  
2) It was noted that the WI had ordered the engraved picnic bench and would advise the parish council when it was ready for delivery.  
3) It was **RESOLVED** to respond to Safran and seek further clarification regarding their Christmas proposal but to supply some suggestions as discussed.

**Financial Matters:**

- 200/19 **FINANCIAL POSITION AND PAYMENTS**  
1) It was **RESOLVED** to renew the annual subscription to Parish Online mapping.  
2) 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.
- 201/19 **BAD DEBTOR**  
1) It was **RESOLVED** that both the Clerk and Cllr Stoddart would continue to try and contact The Blindman regarding their outstanding debt.  
2) It was **RESOLVED** to investigate moving to payment in advance for advertising in PPP from the Spring edition.
- 202/19 **INTERNAL CONTROLS**  
The regular internal controls had been conducted with no amendments requested or issues arising.
- 203/19 **BUDGET 2020/21**  
The first draft of the budget for 2020/21 was considered. Cllrs to advise the clerk of any further projects that they wished costed. Cllr Frearson to provide recommendations on LED roll out and environmental assessment.
- 204/19 **EXTERNAL AUDIT**  
1) It was **RESOLVED** to note receipt of the External Audit report provided by PKF Littlejohn who identified no matters as requiring action.  
2) It was **RESOLVED** to approve the Notice of Conclusion of Audit and associated publication requirements. Literature will appear on notice-boards, website, Facebook and Twitter.

## Reports and Reminders:

### 205/19 OTHER REPORTS

- 1) Cllrs Crutchfield and Mitra provided feedback from the LAF on 16/9/19.
- 2) Cllr Crutchfield provided feedback from the LAF traffic calming sub-group on 19/9/19.
- 3) It was **RESOLVED** to note receipt of the report on the AVALC meeting held 18/9/19 from Cllr Saintey.
- 4) The other reports were noted.

### 206/19 THE FOLLOWING REMINDERS WERE NOTED

- Parish Council meetings: 31/10/19, 28/11/19 (no December meeting).  
Dates for 2020: 9/1/20, 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, 30/7/20, 20/8/20 (if required), 24/9/20, 22/10/19 (one week early to avoid school holiday), 26/11/19 and then 7/1/21 (December meeting one week late)
- Sports and Leisure Committee meetings: 10/10/19, 14/11/19, 12/12/19.  
Dates for 2020: 2/1/20, 13/2/20, 12/3/20, 2/4/20 (one week early to avoid school holiday), 14/5/20, 11/6/20, 9/7/20, 13/8/20, 10/9/20, 8/10/20, 12/11/20 and 10/12/20.
- Date for volunteer event 2020: 16/1/20 (ways to encourage cross volunteering?)
- Annual parish assembly: provisional date for 2020 = 31/3/20 (tbc)
- PPP Publication dates: January, April, July and October
- 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.
- AVALC meetings 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
- Remembrance Day service at Pitstone Memorial Hall 10/11/19.

207/19 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 31/10/19. It was noted that the following would appear on the agenda:

- 2<sup>nd</sup> pass of budget & any other initiatives costed
- Ask hall to display PPC's wreath in time for Remembrance Sunday and consider donation to British Legion
- Consider if wish silent soldier to be erected for 2 weeks before & 2 weeks after remembrance-day
- Review content of Guide to Information Available on web (quarterly)
- Submit quarterly VAT return and note on agenda
- Quarterly grant consideration agenda item
- mVAS warranty expires 30 November. Get quote from Swarco for maintenance contract.
- Annual review of all salary budgets.
- Confirm arrangements for Christmas lights into tree ready for 1<sup>st</sup> Sunday of Advent. 3pm-1am nightly. Down before 12<sup>th</sup> night after Christmas.
- Determine hedge cutting requirements for this year. Reg to carry out between Nov & end Jan.
- Anglian Water sewerage rebate runs out Oct 2019. Renegotiate for next 12 months.

No further agenda items were requested.

208/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.39 pm.

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

Date: 31 October 2019