

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the meeting of the Parish Council
to be held via remote log-in (details below) on Thursday 20 August 2020 at 7.30pm.

To join our meeting via laptop, computer etc:
<https://us02web.zoom.us/j/83746339225?pwd=blpNcExHcGN3SVg1bzJLS2xzMXpHUT09>
Meeting ID: 837 4633 9225, Passcode: 281360

To join our meeting via one tap mobile
+441314601196,,83746339225#,,,,,0#,,281360# United Kingdom
+442030512874,,83746339225#,,,,,0#,,281360# United Kingdom

To join our meeting via landline telephone:
+44 131 460 1196 United Kingdom or +44 203 051 2874 United Kingdom
Meeting ID: 837 4633 9225, Passcode: 281360

Laurie Eagling, Clerk to the Council
9 Warwick Road, Pitstone, LU7 9FE
Tel: 01296 767261

Signed _____
Date: 14 August 2020

A G E N D A

1. **ATTENDANCE AND APOLOGIES**
 2. **TO NOTE DECLARATIONS OF INTEREST AND CONSIDER DISPENSATION REQUESTS** from councillors on matters to be considered at the meeting.
 3. **TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS** – residents' monthly opportunity to raise their questions or concerns with the parish council.
 4. **TO RECEIVE REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS**
 5. **MINUTES** - To resolve that the minutes of the parish council meeting held on 30 July 2020 be signed as a true and accurate record of the meeting.
 6. **CLERK'S REPORT** – To note updates to the ongoing matters, for information only.
 7. **CORRESPONDENCE:** To note correspondence received and consider any actions arising.
- Committee Reports:
8. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
 - 8.1 To note that no meeting was held during the month and therefore no report due.
 - 8.2 Applications:
 - a) **14 Williamson Way, 20/02370/APP**, single storey side extension, garage conversion and alteration to fenestration to rear elevation.
 - b) **Sports Pavilion, Marsworth Road, 20/02578/APP**, installation of floodlighting.
 - c) **13 Glebe Close, 20/02654/APP**, single storey rear and side extension.
 - 8.3 Decisions/Withdrawals: None notified.
 - 8.4 Applications outstanding with Buckinghamshire Council: The Rear of the Bell/Haldi, 66 Marsworth Road, 11 The Pightle, Colbree Engineering and Land adjacent to the Duke of Wellington PH.
 - 8.5 Enforcement outstanding with Buckinghamshire Council:
 - a) 7 Church Road (20/00102/CON3) – non-material amendment (18/A0662/NON) refused by BC who determined that changes made to outbuilding were significant and would require a new full planning application. (Original references: 18/00662/APP and 18/00069/FTHA).
 - b) Land to the Rear of 140 Vicarage Road (20/00179/CON3) – requested removal of 'drive'
 9. **SPORTS & LEISURE COMMITTEE & RELATED MATTERS – CLLR SAINTHEY, CHAIR OF COMMITTEE**
 - 9.1 To note that the next meeting was scheduled for 10/9/2020. No report was due.
 - 9.2 Pavilion Phase II:
 - a) To note receipt of progress updates and photographic evidence.

- b) To consider/approve kitchen equipment fit out.
- c) To consider/approve function room furniture fit out.
- d) To consider/approve racking for 3 x external stores.
- e) To consider/approve IT fit out.
- f) To consider/approve external signage for ticket office & main entrance.

9.3 Other Pavilion Matters:

- a) **Independent Fire Risk Assessment:** To consider quotations to undertake a Fire Risk Assessment for the new pavilion.
- b) **Badgers:** To consider/approve treatment of pitches via nematodes.
- c) **Heart CIBO:** To consider proposal and determine response.

9.4 Leisure Development on Recreation Ground:

- a) **Huck Tek Play Space:**
 - i. To note progress, updates, and anticipated completion.
 - ii. To note purchase of replacement signage.
 - iii. To consider if requirement for spare wooden picnic benches.
- b) **Skate Park:** Review procurement in September.

9.5 Other Open Space Matters:

- a) **Tree Risk Assessment:** To consider/approve 3-yearly full risk assessment.
- b) **Hedge Cutting:** To determine hedge cutting requirements for 2020.

10. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE:**

- 10.1 To note that the next meeting was scheduled for 14/9/2020. No report due.

Charity Matters:

11. **PITSTONE PARISH CHARITY:**

- 11.1 To note that the next meeting is scheduled for 20/8/20. No report due.

12. **PITSTONE RECREATION GROUND CHARITY:**

- 12.1 To note that no meeting had been held during the month. No report due.

Working Group Matters:

13. **YOUTH CAFÉ:**

- 13.1 To review updated government guidelines prior to any re-opening.
- 13.2 To note registered with National Youth Agency (NYA) to receive regular updates.

14. **HIGHWAYS/PATHS:** No matters for discussion this month.

15. **PDA/MUGA:**

- 15.1 To consider/approve the car park lighting proposals.
- 15.2 To note discussions ongoing re Memorial Hall Charity car park.

16. **COMMUNITY AND PUBLIC TRANSPORT:**

- 16.1 Community Bus: No matters for discussion this month. On hold.
- 16.2 Community Car Scheme: No matters for discussion this month.

Other Matters:

17. **DEVOLVED SERVICES:**

- 17.1 To note council liaised with contractor following complaints re quality of grass verge cutting.
- 17.2 To note issue of permit for event on 26/9/2020.
- 17.3 To consider if siding out required at (a) alley between Cheddington Rd & Crispin Field (b) Cooks Wharf vision splay.

18. **POLICY AND DOCUMENT REVIEW:**

- 18.1 To consider/approve the annual review of the Complaints Procedure.
- 18.2 To consider/approve the annual review of the full suite of GDPR Policies.

19. **CORONAVIRUS:**

- 19.1 To consider if any relaxing of guidelines that may enable an annual assembly to take place.

20. **PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) ACCESSIBILITY REGULATIONS 2018:**

- 20.1 Note & approve attendance for Cllr Nicholls on BALC Website Accessibility Guidance webinar on 26 August 2020.
- 20.2 To note status of new website.
- 20.3 To consider and approve Accessibility Statement with link to Enforcement Procedure.

21. **CONSULTATIONS:** None received this month.

22. **SHREDDING:** To consider/approve visit by mobile shredding service.

23. **ITEMS RAISED BY PUBLIC:** No unresolved matters raised this month.

Financial Matters:

23. **EXTERNAL AUDIT:**

23.1 To note receipt of the External Auditor Report & Certificate 2019/20 and consider the minor comments of PKF Littlejohn LLP.

23.2 To approve publication of Notice of Conclusion of Audit and associated papers.

24. **VAT RETURN:** To note details of July VAT Return.

25. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/ debtor/creditor/budget monitor, pavilion monthly summary, pavilion project information and play space project information for the month.

26. **INTERNAL CONTROLS:** Conduct all necessary internal controls and determine any issues arising.

Reports:

27. To note resident celebrated 100th birthday in August.

28. Note other reports, reminders, forthcoming events and agenda items for 24/9/2020.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS
AND ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION**