

# 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 25 June 2020 at 7.30pm.

To join our Zoom Meeting from your laptop, computer or tablet:  
<https://us02web.zoom.us/j/89823144495?pwd=VmRSQ2JWRXRMeElwYk14VIREdHhGQT09>  
Meeting ID: 898 2314 4495 and Password: 934514

To join our Zoom meeting using one tap from your mobile phone:  
+442030512874,,89823144495#,,,0#,,934514# United Kingdom or  
+442034815237,,89823144495#,,,0#,,934514# United Kingdom

To join our meeting from your landline telephone:  
+44 203 051 2874 United Kingdom or +44 203 481 5237 United Kingdom  
Meeting ID: 898 2314 4495 and Password: 934514

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

Signed \_\_\_\_\_  
Date: 19 June 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 21 May 2020 be signed as a true and correct 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) **Walnut Barn, Cheddington Road, 20/01702/APP**, side and rear lean-to additions to existing outbuilding.
    - b) **Honeysuckle Lodge, Groomsby Drive, 20/01687/APP**, remove old wooden door in rear of double garage and replace with wooden window to match existing and brick up bottom half with brick to match existing.
    - c) **4 Pleasant View Cottages, Marsworth Road, 20/01953/APP**, first floor rear extension
  - 8.3 Decisions:
    - a) Unit 5 Quarry Court, 20/01130/APP, installation of first floor mezzanine: BC approved (PPC tendered no objections).
    - b) 7 Queen Street, 20/00566/APP, 2 storey and single storey rear extension: BC approved (PPC tendered queries and deferred to BC).
    - c) 140 Vicarage Road, 20/01029/APP, side porch extension: BC approved (PPC tendered no objections)
    - d) Robin Cottage, 26 Chequers Lane, 20/01254/APP, replacement of orangery with single storey rear extension: BC approved (PPC tendered no objections)
  - 8.4 Applications outstanding with Buckinghamshire Council: The Rear of the Bell/Haldi, Portland House, 49 Old Farm, Land to the Rear of 140 Vicarage Road and Land adjacent to the Duke of Wellington PH.

- 8.5 Enforcement outstanding with Buckinghamshire Council:
- a) 7 Church Road (20/00102/CON3) – BC advise that the applicant has submitted a non-material application (18/A0662/NON) re changes made to outbuilding and breach re 18/00662/APP and 18/00069/FTHA.
  - b) Land to the Rear of 140 Vicarage Road (20/00179/CON3)

9. **SPORTS & LEISURE COMMITTEE & RELATED MATTERS – CLLR SAINTLEY, CHAIR OF COMMITTEE**

- 9.1 To note receipt of the draft Sports & Leisure Committee minutes relating to the meeting held on 11/6/2020, including the agreed revisions to the Neville's contract work and the insurance implications for contract works/full council insurance.
- 9.2 Pavilion Phase II:
- a) **Funding:** To consider and approve the Football Foundation grant offer of £35,924 along with the associated terms and conditions.
  - b) **Assets / Write-off:** To consider and approve the write-off of assets required as a result of the pavilion redevelopment and clear out.
  - c) **Contract works and Revisions:**
    - i. To note receipt of progress updates and photographic evidence.
    - ii. To note confirmation regarding capacity and entrance/exit doors.
    - iii. To consider/approve works/quotation re aerial.
    - iv. To note new electricity meter details.
- 9.3 Other Pavilion Matters:
- a) **Premises Licence:** To consider/approve application for Premises Licence and waiver of DPS requirement, along with all associated implications, costs, draft terms of hire etc.
  - b) **Independent Fire Risk Assessment:** To consider/approve quotations to undertake a Fire Risk Assessment for the new pavilion.
  - c) **Electricity:** To consider new electricity contract terms.
- 9.4 Leisure Development on Recreation Ground:
- a) **Play Space:** To note revised installation program from Huck Teck and associated implications.
  - b) **Skate Park:** On hold due to Covid-19 and the associated implications for tendering and the neighbouring developments.
- 9.5 Other Open Space Matters:
- a) **Annual Playground Inspections:** To consider reports arising from annual inspections.
  - b) **Re-opening of playgrounds:** To consider latest government advice and consider any actions necessary prior to re-opening of playgrounds.
- 9.6 Play around the Parishes: To consider the proposed revised program offered by Buckinghamshire Council and determine if wish to proceed.

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

- 10.1 To note that the next committee meeting is scheduled for 30/6/2020 therefore no report is due.
- 10.2 To note that litter-picking and asset checking have resumed. Playground inspections remain suspended until government guidance permits re-opening, see 9.5b above.

Charity Matters:

11. **PITSTONE PARISH CHARITY:**

- 11.1 To note receipt of the draft Parish Charity minutes from 21/5/2020.
- 11.2 To note that the next charity meeting is scheduled for later in the evening on 25/6/2020, therefore no report due.

12. **PITSTONE RECREATION GROUND CHARITY:** To note that the next meeting of the Recreation Ground Charity is scheduled for later in the evening on 25/6/2020, therefore no report is due.

Working Group Matters:

13. **YOUTH CAFÉ:**

- 13.1 To note the general updates.
- 13.2 To consider/approve the annual review of policies.

14. **HIGHWAYS/PATHS:**

- 14.1 Cycle Path and/or public transport to Tring Station: To consider the draft Tring Station as Places Opportunity Prospectus prepared by London Northwestern Railway.

15. **PDA:** MUGA & Car Park timescales tbc by Nicholas King Homes in due course.

16. **COMMUNITY AND PUBLIC TRANSPORT:**

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

Other Matters:

17. **DEVOLVED SERVICES:** No matters for discussion this month.
18. **CHILDREN'S COMPETITION:** To discuss any ideas for a Children's Competition for 2020/21.
19. **STREET LIGHTING:** To consider/approve quotation for roll out of LED to Crispin Field & Morton Close.
20. **POLICY AND DOCUMENT REVIEW:**
  - 20.1 To consider/approve annual review of mVAS policy, procedures and risk assessment.
  - 20.2 To consider/approve annual review of the Equal Opportunities Policy.
21. **PPP:**
  - 21.1 To note/approve the update on PPP production re April edition and carry forward of paid advertising to July edition.
  - 21.2 To consider/approve the draft submissions for the July edition of PPP.
22. **ANNUAL ASSEMBLY:** To consider any revised plans for this years' assembly and approve actions required to previous cheque raised.
23. **ALLOTMENTS:** To consider/approve the annual parish council tenancy fee and approve the proposed PAA membership fee for the allotment year commencing in October.
24. **ITEMS RAISED BY PUBLIC:** No matters raised this month.

Financial Matters:

25. **YEAR END AND EXTERNAL AUDIT:**
  - 25.1 To consider/approve the draft Annual Report and Accounts 2019/2020 for residents.
  - 25.2 To note that the external audit results from PKF Littlejohn are pending.
26. **VAT PERIODS:** To consider/approve applying to HMRC to move to monthly VAT return periods.
27. **FINANCIAL POSITION AND PAYMENTS:**
  - 27.1 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.
  - 27.2 To approve the authorisation of the July BACS payments ahead of the meeting as it falls on the last day of the month.
28. **INTERNAL CONTROLS:** Conduct all necessary internal controls and determine any issues arising.

Reports:

29. To receive feedback from AVALC meeting 2/6/2020 – Cllr Saintey
30. Note other reports, reminders, forthcoming events and agenda items for 30 July 2020.

THE PUBLIC AND PRESS ARE WELCOME TO JOIN THIS ZOOM MEETING (LOG-IN DETAILS ARE PROVIDED AT THE TOP OF THE AGENDA) AND ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION.