

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the meeting of the Parish Council
to be held in the Millennium Room of the Memorial Hall on Thursday 26 March 2020 at 7.30pm

**PLEASE NOTE THAT THIS MEETING MAY BECOME AN ELECTRONIC DIAL-IN MEETING. DETAILS
WILL BE PUBLISHED ON OUR WEBSITE.**

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

Signed _____
Date: 20 March 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 COUNTY AND DISTRICT COUNCILLORS**
5. **MINUTES** - To resolve that the minutes of the extraordinary parish council meeting held on 24 March 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.
8. **ELECTION:** To note that central Government has postponed the May 2020 elections until May 2021 due to the Coronavirus update. All members therefore remain in post for a further 12 months.

Committee Reports:

9. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
 - 9.1 No meeting held this month, so no report due.
 - 9.2 Applications:
 - a) **Portland House, Westfield Road, 20/00752/APP & 20/00753/ALB**, Refurbishment of the existing building to include replacement of existing single glazed to double glazed windows, replacement of external air-conditioning condenser units and minor alterations to the internal partition layouts
 - b) **35 Glebe Close, 20/00664/APP**, Single storey rear extension (amendment to 19/04405/APP)
 - 9.3 Decisions: None notified.
 - 9.4 Applications outstanding: The Rear of the Bell/Haldi & 7 Queen Street.
10. **SPORTS & LEISURE COMMITTEE & RELATED MATTERS – CLLR SAINTHEY, CHAIR OF COMMITTEE**
 - 10.1 To note receipt of the draft minutes of the Sports & Leisure Committee held on 12/3/2020.
 - 10.2 Pavilion Phase II:
 - a) To consider/approve accepting the Football Foundation grant terms and conditions.
 - 10.3 Leisure Development on Recreation Ground:
 - a) **Play Space:** Huck Teck commence work on 30/3/2020.
 - b) **Skate Park:** To approve slight delay whilst funding and procurement proposals developed.
11. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE:**
 - 11.1 To note that the next meeting is scheduled for 23/3/2020 therefore no report was due.
 - 11.2 To confirm the Clerk's annual grade increase, as per contract.

Charity Matters:

12. **PITSTONE PARISH CHARITY:** Next meeting scheduled for 26/3/20. No report due.
13. **PITSTONE RECREATION GROUND CHARITY:** No meeting held during the month. No report due.
14. **PITSTONE TOWN LANDS CHARITY:** To note/approve the re-appointment of a trustee by the Charity Board.

Working Group Matters:

15. **YOUTH CAFÉ:**
 - 15.1 To note updates relating to grant, assistant and Coronavirus. All sessions cancelled.

- 15.2 To consider/approve renewal of Action4Youth membership.
16. **HIGHWAYS/PATHS:**
- 16.1 Cycle Path and/or public transport to Tring Station: To note feedback from meeting with HCC.
- 16.2 Non-official 'slow down' signs: To consider feedback from presentation event on 7/3/2020 and consider if wish to schedule an annual children's activity.
17. **PDA:** MUGA & Car Park timescales tbc by Nicholas King Homes in due course.
18. **COMMUNITY AND PUBLIC TRANSPORT:**
- 18.1 Community Bus:
- a) To consider the final 4-village survey data and determine how to proceed.
- b) To consider the update regarding Tring Council community bus project.
- 18.2 Community Car Scheme:
- a) To note feedback from Safeguarding Training on 4/3/2020.
- Other Matters:
19. **DEVOLVED SERVICES:**
- 19.1 Agreement of Variation in respect of Local Council Devolution Scheme Agreement for the period 2020-2022 to be engrossed and returned by BCC in March.
- 19.2 To consider siding out Green Lane.
20. **CORONAVIRUS:**
- 20.1 To approve change to delegated terms and adoption of new emergency legislation to enable more effective management of council affairs.
- 20.2 To note emergency procurement powers under Regulation 32(2)© of Public Contract Regulations 2015.
- 20.3 To note implications on parish council services and approve emergencies measures.
- 20.4 To note/approve emergency measures for co-ordination of support and assistance by the council.
21. **DOG BINS:**
- 21.1 To consider/appoint contractor to fulfil the dog bin emptying contract.
- 21.2 To consider any additional bins required or changes to existing bins.
22. **PPP:**
- 22.1 Note changes to advertiser terms and conditions.
- 22.2 Approve increase in 4-edition discount from 5% to 10%.
- 22.3 To consider/approve the parish council articles for the April edition.
- 22.4 To note update on the move to pre-payment and the status with advertising bookings.
23. **ANNUAL ASSEMBLY:** Postponed. New arrangements to be confirmed.
24. **ENVIRONMENTAL AUDIT:** To consider the scope of any report council may wish to commission.
25. **ITEMS RAISED BY PUBLIC:** To note issue raised by Cheddington parents re home-to-school transport
- Financial Matters:
26. **INTERNAL AUDIT:** To note receipt of Internal Audit Engagement Letter and approve terms.
27. **CHAIRMAN'S EXPENSES:** To note the Chairman will not be submitting additional expenses.
28. **BANK TRANSFERS:** To approve the transfer of accrual account funds to Unity Trust Bank.
29. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor, pavilion summary, pavilion project information for the month.
30. **INTERNAL CONTROLS:** Conduct all necessary internal controls and determine any issues arising.
- Reports:
31. To note receipt of mVAS report for Cheddington Road.
32. To note that broken fencing around Windsor Road play area reported to TW/AVDC.
33. Note other reports, reminders, forthcoming events and agenda items for 30 April 2020.