

# 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 30 January 2020 at 7.30pm

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

Signed \_\_\_\_\_  
Date: 24 January 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 parish council meetings held on 9 January 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 No meeting held this month, so no report due.
    - 8.2 Applications: None received.
    - 8.3 Decisions: None received.
    - 8.4 Applications outstanding: (a) Rear of the Bell/Haldi planning application (b) 4 Railway Cottages, Cheddington Road (c) 3 Railway Cottages, Cheddington Road (d) 35 Glebe Close.
  9. **SPORTS & LEISURE COMMITTEE & RELATED MATTERS – CLLR SAINTEY, CHAIR OF COMMITTEE**
    - 9.1 Pavilion Phase II: To note revised tender timetable.
    - 9.2 Leisure Development on Recreation Ground:
      - a) **Play Space:** Works due to commence on site 2/3/2020.
      - b) **Skate Park:** LCC to provide draft tender documents in due course.
  10. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
    - 10.1 To note that there was no meeting held during January and therefore no report due. The next staffing committee has been convened for 18/2/2020.
    - 10.2 To note feedback from volunteer thank you event on 16/1/2020.
    - 10.3 To note that 3-yearly Workplace Pension Declaration submitted to the Pensions Regulator.
- Charity Matters:
11. **PITSTONE PARISH CHARITY:** To note the next meeting is scheduled for 30/1/2020.
  12. **PITSTONE RECREATION GROUND CHARITY:** To note receipt of the draft minutes of the meeting held on 9/1/2020.
- Working Group Matters:
13. **YOUTH CAFÉ:** To note updates relating to volunteers, grant, fundraising and assistant.
  14. **HIGHWAYS/PATHS:**
    - 14.1 Cycle Path and/or public transport to Tring Station: To note the next meeting with HCC regarding the cycle path has been arranged for 12/3/2020.
    - 14.2 Non-official 'slow down' signs: To note progress updates regarding production and event.
  15. **PDA:** To consider and approve the MUGA & Car Park agreement with Nicholas King Homes.
  16. **COMMUNITY AND PUBLIC TRANSPORT:**
    - 16.1 Community Bus: IPC deadline early March 2020.
    - 16.2 Community Car Scheme: No matters for discussion this month.

Other Matters:

17. **DEVOLVED SERVICES:**
  - 17.1 To note progress with Agreement of Variation in respect of Local Council Devolution Scheme Agreement for the period 2020-2022.
  - 17.2 To consider/approve extension of contract with J Leonard Ltd in line with above.
  - 17.3 To note works that can't be fulfilled via extension of contract and subsequent tender details.
18. **POLICY REVIEW:**
  - 18.1 To undertake and approve annual review of internal controls and annual internal audit
  - 18.2 To consider/approve updated Grants Policy.
  - 18.3 To consider/approve updated Community Engagement Strategy.
19. **LIGHTING**
  - 19.1 To note receipt of Tun Furlong layout illustration and test certificates.
  - 19.2 To consider/approve PDA street-light proposal submitted by JNP.
20. **ANNUAL ASSEMBLY:** To consider/approve the agenda for the Annual Assembly, confirm change of date and determine distribution of agenda.
21. **ITEMS RAISED BY PUBLIC:** To consider requests from Whistlebrook Wellfest re leaflets and banners.

Financial Matters:

22. **QUARTERLY CONSIDERATION OF GRANT/DONATION APPLICATIONS:**  
To consider/determine the application submitted by the Party in the Park Committee.
23. **QUARTERLY VAT RETURN:**  
To note submission of Quarterly VAT Return. £5,398.87 to be refunded by HMRC to the Parish Council.
24. **FINANCIAL POSITION AND PAYMENTS:**
  - 24.1 To approve additional payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor, pavilion summary, pavilion project information for the month.
  - 24.2 To note that S106 Pavilion Claim 1 submitted to AVDC.
25. **INTERNAL CONTROLS:** Conduct all necessary internal controls and determine any issues arising.

Reports:

26. To receive feedback from BALC/BCC Parish Liaison meeting on 29/1/2020 – Cllr Saintey.
27. To note missed dog bin emptying reported to AVDC.
28. Note other reports, reminders, forthcoming events and agenda items for 27 February 2020.

**In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.**

29. **PITSTONE VOLUNTEER OF THE YEAR:** To consider nominations, appoint winner and approve associated costs.

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