

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 30 July 2020 at 7.30pm.

To join our Zoom Meeting via your laptop, computer or tablet:
<https://us02web.zoom.us/j/87935371325?pwd=cTYvMUdJSWo2MVFoNnk2eVZTMkZXZz09>
Meeting ID: 879 3537 1325 and Passcode: 219932

To join our Zoom meeting via one tap mobile:
+441314601196,,87935371325#,,,,,0#,,219932# United Kingdom or
+442030512874,,87935371325#,,,,,0#,,219932# United Kingdom

To join our Zoom meeting via telephone:
+44 131 460 1196 or +44 203 051 2874 or +44 203 481 5237
Meeting ID: 879 3537 1325 and Passcode: 219932

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

Signed _____
Date: 24 July 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 25 June 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) **Colbree Engineering Group, 10-12 Beacon Court, 20/02089/APP**, proposed single storey rear extension to existing industrial unit.
 - b) **66 Marsworth Road, 20/02226/APP**, conversion of existing outbuilding to ancillary use to main building.
 - c) **11 The Pightle, 20/02302/APP**, single storey side extension.
 - 8.3 Decisions/Withdrawals:
 - a) **49 Old Farm, 20/01038/APP**, single storey front extension and conversion of garage to habitable accommodation: BC approved (PPC tendered no objections if parking capacity still met).
 - b) **Walnut Barn, Cheddington Road, 20/01702/APP**, side and rear lean to. Application withdrawn by applicant.
 - c) **4 Pleasant View Cottages, Marsworth Road, 20/01953/APP**, first floor rear extension.
 - 8.4 Applications outstanding with Buckinghamshire Council: The Rear of the Bell/Haldi, Honeysuckle Lodge on Groomsby Drive, 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 SAINTEY, CHAIR OF COMMITTEE**

9.1 To note that no meeting had taken place during July and therefore no report was due.

9.2 Pavilion Phase II:

a) **Funding:**

- i. To approve entering the amended New Homes Bonus grant agreement (to reflect change from AVDC to Buckinghamshire Council).
- ii. To note issue of FF press release re FSIF grant.

b) **Contract works and Revisions:**

- i. To note receipt of progress updates and photographic evidence.
- ii. To consider/approve final quotation for installation of aerial.
- iii. To note final confirmation of value of new benches.
- iv. To note value engineering savings to ventilation, screed and kitchen gully.
- v. To ratify/approve addition of roller shutters to provide extra security to 2 x door sets on pitch side.
- vi. To ratify/approve enhanced security to community room windows.
- vii. To consider/approve quotation for protection to rear picture windows.

9.3 Other Pavilion Matters:

- a) **Independent Fire Risk Assessment:** To consider/approve quotations to undertake a Fire Risk Assessment for the new pavilion.
- b) **Floodlighting:** To consider/approve amendment to brief and submittal of planning application.

9.4 Leisure Development on Recreation Ground:

a) **Play Space:**

- i. To note update on progress with works and payment schedule.
- ii. To note/consider/approve additional expenditures arising in relation to lifting of tree canopies, extension of footpath, key cutting, tree branch trimming to enable access & electrical works to column and consider if wish to apply for further S106.

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) **Re-opening of playgrounds:**

- i. To approve purchase of replacement net & ties for Hever Close goal.
- ii. To note Hever Close and Windsor Road playgrounds operating well, no changes recommended to current covid measures. Consider/review risk assessment.

b) **Printable Family Hunt:** To consider if wish to participate in the BC or alternative hunt.

c) **Double Cricket Nets:** To consider/grant approval for the replacement of the fixed cricket nets and discuss ways that the parish council can support the project.

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

10.1 To note receipt of the draft minutes of the Staffing Committee meeting held 30/6/2020.

10.2 To note that replacement litter picker and hoop ordered for member of staff.

Charity Matters:

11. **PITSTONE PARISH CHARITY:**

11.1 To note receipt of the draft Parish Charity minutes from 25/6/2020 and 29/6/2020.

12. **PITSTONE RECREATION GROUND CHARITY:**

12.1 To note receipt of the draft Recreation Ground Charity minutes from 25/6/2020.

Working Group Matters:

13. **YOUTH CAFÉ:**

13.1 To consider/approve the contract with D Rollins for August 2020-July 2021 and associated Service Level Agreement.

13.2 To note that the council will need to review any government guidelines in August, prior to re-opening in September.

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

15. **PDA/MUGA:** To note updated MUGA & Car Park timescales by Nicholas King Homes.

16. **COMMUNITY AND PUBLIC TRANSPORT:**

16.1 Community Bus: No matters for discussion this month. On hold.

16.2 Community Car Scheme: To consider/approve car scheme covid-19 supplement risk assessment.

Other Matters:

17. **DEVOLVED SERVICES:** No matters for discussion this month.

18. **STREET LIGHTING:** To consider/approve addition of extra lantern to 2020/21 LED roll out.
 19. **POLICY AND DOCUMENT REVIEW:**
 - 19.1 To consider/approve the Reserves Policy.
 - 19.2 To consider/approve the annual review of the Street Lighting Policy.
 - 19.3 To consider/approve annual review of the Play Policy & Strategy, Play Risk Benefit Assessments and Parish Play Audit.
 - 19.4 To consider/approve annual review of the Schedule of Charges.
 20. **CORONAVIRUS:**
 - 20.1 To consider if any relaxing of Covid guidelines that may enable an annual assembly to take place.
 - 20.2 To consider/approve options for ongoing use of covid telephone line.
 21. **GDPR/DATA PROTECTION FEE:** To note collection of annual data protection fee by ICO on 31/7/20.
 22. **CONSULTATIONS:**
 - 22.1 To consider any response to the NALC consultation on Proposed National Model Member Code of Conduct.
 - 22.2 To consider any response to the CAA consultation on reviewing airspace classification.
 23. **ITEMS RAISED BY PUBLIC:** No unresolved matters raised this month.
- [Financial Matters:](#)
25. **QUARTERLY GRANT CONSIDERATION:** To note that no applications were received this quarter.
 26. **VAT RETURN:**
 - 26.1 To note that Q1 VAT Return submitted, HMRC refund £27,434.35 to the parish council 20/7/20.
 - 26.2 To note that HMRC had accepted the application for the parish council to move to monthly VAT returns.
 27. **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.
 28. **INTERNAL CONTROLS:** Conduct all necessary internal controls and determine any issues arising.
- [Reports:](#)
29. To receive feedback from BC Community Board meeting 14/7/2020 – Cllr Saintey.
 30. To receive feedback from BALC Exec/Parish Liaison meeting 29/7/2020 – Cllr Saintey.
 31. To note receipt of mVAS service report.
 32. To note update on use of Recreation Ground by community groups.
 33. To note allotment tenancy updates and donation from PAA.
 34. Note other reports, reminders, forthcoming events and agenda items for 20 August 2020.

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