

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the annual meeting of the Parish Council to be held via remote log-in (details below) on Thursday 21 May 2020 at 7.30pm.

Join Zoom Meeting from your laptop, computer, tablet etc:
<https://us02web.zoom.us/j/82204931875?pwd=WW54YTFkQmpmc1ZYajlDdnR5MlV4Zz09>
Meeting ID: 822 0493 1875 Password: 113496

Join Zoom meeting using One tap mobile:
+442030512874,,82204931875#,1#,113496# United Kingdom or
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Join Zoom meeting from your telephone:
+44 203 051 2874 United Kingdom or +44 203 481 5237 United Kingdom
Meeting ID: 822 0493 1875 Password: 113496

Or find another your local number using this link: <https://us02web.zoom.us/j/82204931875?pwd=WW54YTFkQmpmc1ZYajlDdnR5MlV4Zz09>

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

Signed _____
Date: 15 May 2020

A G E N D A

1. **TO ELECT A CHAIR FOR THE FORTHCOMING YEAR** and receive completed Declaration of Acceptance of Office
2. **TO ELECT A VICE CHAIR FOR THE FORTHCOMING YEAR**
3. **ATTENDANCE AND APOLOGIES**
4. **TO NOTE DECLARATIONS OF INTEREST AND CONSIDER DISPENSATION REQUESTS** from councillors on matters to be considered at the meeting.
5. **TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS** – residents' monthly opportunity to raise their questions or concerns with the parish council.
6. **TO RECEIVE REPORTS FROM UNITARY COUNCILLORS**
7. **MINUTES** - To resolve that the minutes of the parish council meeting held on 30 April 2020 be signed as a true and correct record of the meeting.
8. **CLERK'S REPORT** – to note updates to the ongoing matters, for information only.
9. **CORRESPONDENCE:** To note correspondence received and consider any actions arising.
10. **RECONFIRM STANDING DISPENSATIONS FOR THE FORTHCOMING YEAR**
11. **TO CONDUCT ANNUAL REVIEW AND ADOPT THE FOLLOWING KEY POLICIES:**
 - 11.1 The Code of Conduct
 - 11.2 Standing Orders
 - 11.3 Financial Regulations
 - 11.4 Risk Management Policy and associated Risk Assessment
12. **COMMITTEE STRUCTURE AND APPOINTMENTS**
 - 12.1 To determine the committee and working group structure for the forthcoming year
 - 12.2 To appoint members to each committee determined under point 12.1 and elect a Chairman for each committee.
 - 12.3 To appoint members to each working party determined under point 12.1.
 - 12.4 To appoint parish council members to other bodies etc
13. **TO REVIEW AND APPROVE THE TERMS OF REFERENCE**
14. **TO REVIEW AND APPROVE THE DELEGATION ARRANGEMENTS**

Committee Reports:

15. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
- 15.1 To note that no meeting was held during the month and therefore no report due.
- 15.2 Applications:
7 Queen Street, 20/00566/APP, 2 storey and single storey rear extension (amendment).
- 15.3 Decisions: None.
- 15.4 Applications outstanding with Buckinghamshire Council: The Rear of the Bell/Haldi, 7 Queen Street, Portland House, 49 Old Farm, 140 Vicarage Road, Land to the Rear of 140 Vicarage Road, Unit 5 Quarry Court, Robbin Cottage at 26 Chequers Lane and Land adjacent to the Duke of Wellington PH.
- 15.5 Enforcement outstanding with Buckinghamshire Council: 7 Church Road (20/00102/CON3) and Land to the Rear of 140 Vicarage Road (20/00179/CON3)
16. **SPORTS & LEISURE COMMITTEE & RELATED MATTERS – CLLR SAINTLEY, CHAIR OF COMMITTEE**
- 16.1 To note that no committee meeting was held in May but an update report has been provided to all committee and council members.
- 16.2 Pavilion Phase II:
- a) **Funding:**
- i. Football Foundation grant application determination date 9/6/2020. FF issuing 'Without Prejudice Permission' for works to commence with set terms.
- ii. Increased S106 application to Buckinghamshire Council to provision for contingency and fit-out approved.
- iii. NHB claim 1 now received from Buckinghamshire Council.
- iv. Pledged funding received from P&IUFC and P&IJFC.
- b) **Kitchen:** To approve the amendments required to the kitchen fit-out following withdrawal of catering company hirer.
- c) **Contract and Construction Program:**
- i. Following the completion of the Value Engineering exercise, to approve entering the final JCT Design and Build Contract with Neville's (£892,645).
- ii. To approve the amended construction program (1/6/2020-9/10/2020).
- iii. To note update on clear out of existing premises.
- 16.3 Leisure Development on Recreation Ground:
- a) **Play Space:**
- i. To note awaiting revised start date from Huck Teck (postponed due to Covid-19)
- ii. To note update on outstanding invoice.
- b) **Skate Park:** On hold due to Covid-19 and the associated implications for tendering and the neighbouring developments.
- 16.4 Managing open spaces / Covid-19
Consider any actions arising from latest government advice for owners of open/green space.
17. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE:**
- 17.1 The next committee meeting is scheduled for 30/6/2020 therefore no report due.
- 17.2 Consider/approve increasing the quarterly home office allowance in line with revised government guidelines.

Charity Matters:

18. **PITSTONE PARISH CHARITY:** To note receipt of the draft Parish Charity minutes from 30/4/2020.
19. **PITSTONE RECREATION GROUND CHARITY:** No meeting held during the month. No report due.

Working Group Matters:

20. **YOUTH CAFÉ:** To note general updates.
21. **HIGHWAYS/PATHS:**
- 21.1 Cycle Path and/or public transport to Tring Station: No update this month from HCC.
- 21.2 HS2 Road Safety Fund: No response received from Buckinghamshire Council.
- 21.3 Government Infrastructure Funding: To consider/approve writing to both HCC and BC to enquire if any of this additional funding can be accessed for the Pitstone-Tring link and/or the Pitstone Safety Scheme.
22. **PDA:** MUGA & Car Park timescales tbc by Nicholas King Homes in due course.
23. **COMMUNITY AND PUBLIC TRANSPORT:**
- 23.1 Community Bus: No matters for discussion this month. On hold.
- 23.2 Community Car Scheme: To note general updates.

Other Matters:

24. **DEVOLVED SERVICES:** No matters for discussion this month.
25. **CHILDREN'S COMPETITION:** To discuss any ideas for a Children's Competition for 2020/21.

26. **STREET LIGHTING:** Postpone LED roll out as supplier closed due to Covid-19.
27. **POLICY AND DOCUMENT REVIEW:**
- 27.1 To consider/approve the annual update of the Policy on the use of the Recreation Ground / Village Green for regular hall hirers.
- 27.2 To consider/approve updated Guide to Information Available and related charges.
- 27.3 To note all information being disseminated to members electronically during Covid-19.
28. **PPP:** To consider/approve amended plans for postponed edition.
29. **ANNUAL ASSEMBLY:** To consider any revised plans for this years assembly.
30. **ITEMS RAISED BY PUBLIC:** No matters raised this month.

Financial Matters:

31. **ANNUAL REVIEW OF FINANCIAL AFFAIRS**
- 31.1 To confirm ongoing direct debit and standing order arrangements.
- 31.2 To confirm payments arising as a result of continuing contract, statutory duty or obligation.
- 31.3 To confirm ongoing use of bank account and credit cards with associated mandates/terms.
- 31.4 To approve ongoing use of BACS & confirm bacs/cheque signatory requirements.
- 31.5 To note ongoing use of General Power of Competence.
- 31.6 To note continuance of no allowance scheme for members.
- 31.7 To approve updated land and asset register.
- 31.8 To note annual review of supplier banking details undertaken last month.
32. **AUDIT AND YEAR END FINANCIAL REPORTS:**
- 32.1 Year End:
- a) To note receipt of all year-end financial reports.
- b) To note receipt of draft Trustees Annual Report and Accounts for the Parish Charity and Recreation Ground Charity.
- 32.2 Internal Audit and Internal Control:
- a) To note internal audit undertaken and consider reports arising.
- b) To consider/approve the review of the effectiveness of internal control.
- 32.3 External Audit:
- a) Annual Governance Statement: To consider and then approve Section 1 of the AGAR.
- b) Accounting Statement and Supporting Papers:
- i. To consider and then approve Section 2 of the AGAR.
- ii. To consider and approve the associated Year End Bank Reconciliation.
- iii. To consider and approve the associated Reconciliation between Box 7 and Box 8.
- iv. To consider and approve the associated Explanation of Variances.
- v. To note additional requirements as income/expenditure exceeded £200k and therefore the parish council is required to undergo an intermediate review audit.
- 32.4 Exercise of Public Rights:
- a) To confirm the period for exercise of public rights for the 2019/2020 accounts.
- b) To confirm that the council made suitable arrangements for the exercise of public rights during 2019/20 for the exercise of public rights relating to the previous financial year.
- 32.5 To resolve to accept the associated costs of external audit from PKF LittleJohn.
33. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor, pavilion project information and play space project information for the month.
34. **INTERNAL CONTROLS:** Conduct all necessary internal controls and determine any issues arising.
- Reports:
35. To note receipt of mVAS reports for Marsworth Road and Westfield Road.
36. Note other reports, reminders, forthcoming events and agenda items for 25 June 2020.

THE PUBLIC AND PRESS ARE WELCOME TO JOIN OUR REMOTE COUNCIL MEETINGS AND ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION. THE LOG IN DETAILS REQUIRED ARE PROVIDED AT THE TOP OF THE AGENDA.