

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 31 October 2019
in the Millennium Room at the Memorial Hall commencing at 7.30pm

209/19 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chair), Cllr Mrs Crutchfield, Cllr Dr Frearson, Cllr Mitra, Cllr Mrs Stoddart, Cllr Saintey plus the Parish Assistant: Mr S Davies.

Others present: One member of the public, District Councillors Derek Town and Sandra Jenkins.

Apologies: It was **RESOLVED** to accept apologies from Mrs Eagling (Clerk) plus Cllr McCarthy, Cllr Blunt, Cllr Hawkins and Cllr Weber plus County Councillor Anne Wight.

210/19 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

It was noted that all councillors have standing declarations of interest as the council, as a corporate body, is trustee of the Recreation Ground Charity and Pitstone Parish Charity.

Cllr Crutchfield declared interests as an allotment tenant/member of PAA and as a trustee to Pitstone Memorial Hall Charity. Cllr Hawkins declared a pecuniary interest in the works at the allotment track. Cllr Saintey declared interests as an allotment tenant, a member of the British Legion and Chair of National Trust Ashridge Estates Committee.

Members did not participate/vote in these discussions. No other interests were declared.

211/19 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- 1) No comments were tabled by members of the public.
- 2) No councillors with declared interests wished to speak about those matters during the public session.

212/19 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight provided a written report ahead of the meeting.
- 2) District Cllr Town discussed Unitary, Victor House planning, Rex Smith as the replacement MP for Buckingham and an increase in fly tipping (all incidents to be reported to BCC). Cllr Saintey enquired if the Vale Lottery would continue post the new Unitary Council.
- 3) District Cllr Jenkins advised that the report from the Chief Constable had been received.

213/19 MINUTES OF THE MEETING held on 26/9/19

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 26 September 2019 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

214/19 CLERK'S REPORT

The following updates to matters arising were noted but not discussed in detail, and are replicated below to aid members of the public:

Outside the scope of the parish council

- 1) Castlemead Issues: Last dwelling occupied spring 2014. Some residential road remedial works, starting with phases 2 & 3, then 1 & 4, commenced during March 2019. Suggested timescale 6-8 months from commencement.
- 2) Castlemead Lighting: PPC advised BCC and TW that they would be willing to adopt any LED lighting if other conditions also met. Unable to adopt non-LED lighting & associated liability to upgrade due to SOX/SON being discontinued. TW provided data sheets for phases 1-4 (not 5) which includes 109 x SON lanterns of either 50 or 70 watts, which would cost in the region of £65,400 to upgrade to LED. 2 have faults. 11 data sheets missing. Columns inspected in May and some lights now out. DM at BCC liaising with Street Lighting team and will advise in due course.
- 3) Castlemead Public Open Space Phase III: TW to AVDC. Engrossments signed by AVDC and submitted to TW. Awaiting completion.
- 4) Rushendon Furlong Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards within the proposed new development on provision that the stipulated conditions and contributions are met. BCC to adopt highways prior to PPC adopting
- 5) Vicarage Road Open Space/LEAP: PPC has agreed to adopt the open space within Vicarage Road post completion certificate being issued by AVDC & 2-year maintenance

- period by developer. S106 also provides for maintenance monies (£tbc). Due to be installed end August.
- 6) Vicarage Road Development Street Lighting: the parish council has resolved that it would be willing to adopt the street lighting along Vicarage Road and within the development upon conclusion of the development. BCC to adopt highways prior to PCC adopting lighting.
 - 7) Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): BCC hope that works will commence August/September.
 - 8) PDA: £58,800 per hectare open space land; £74k towards enhancing local bus services; £216,584 sports & leisure contribution and £37k contribution to Pitstone Safety Scheme.
 - 9) Land off Westfield Road/'The Mounds': awaiting details from Taylor Wimpey's legal department.
 - 10) Community Governance Review/Review of parish councillor numbers: Increase to 11 members approved by AVDC. Won't take effect until next full election (May 2020).
 - 11) TfB Issues: BCC to consider reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road for 2020/21 budget. BCC to consider Glebe Close, Queen Street and Albion Road resurfacing for 2020/21 budget. MW/AW meeting in December 2019.

Within the scope of the parish council:

- 1) Tennis/Netball/5-aside floodlit court: No action can be taken by the parish council at this point. Unable to progress until the landowner can negotiate.
- 2) Village web site: (1) Cllr Nicholls creating a planning section & reviewing architecture of attachments (2) Cllr Nicholls creating Whistle Blowing/Safeguarding page
- 3) Public Sector Bodies (websites and mobile applications) Accessibility Regulations 2018: Accessibility Statement with link to Enforcement Procedure needs to be based on standard template which is being issued by central Government in early 2019. Draft issued by government on 21/5/19. Cllr Nicholls in the process of adapting for our website.
- 4) Online Pitstone Guide: being reviewed/undertaken by Cllrs Stoddard and Nicholls
- 5) Signage for Local Wildlife Site: Cllr Stoddart producing draft.
- 6) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 7) The Pightle Open Space: Cllr Weber investigating land ownership
- 8) PIE container/equipment: PIE moved their equipment into the existing pavilion container. Long term discussion to take place after the firework event.
- 9) Youth Café subscription website: Cllr Nicholls investigating.
- 10) WI: BCC granted permission & daffodils being planted by end of October at the end of Glebe Close & Yardley Avenue. Picnic bench on order, WI will advise upon receipt.
- 11) Purchase of the Leisure Land: Parcel 1 completed so now within Parish Council ownership. Progressing through Land Registry. Parcel 2 to complete at same time as NKH sale. S106 claim submitted to AVDC for £37,090 (ex VAT) and funds now refunded.
- 12) Safran: no further correspondence received, therefore no further action required.
- 13) PPP Advertising: No issues raised by Advertising Manager or Editor so far regarding move to prepayment from April edition.

215/19 **CORRESPONDENCE**

The list of correspondence received during the month was noted.

Committee Matters:

216/19 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Planning Committee held on 10/10/19.
- 2) Applications: None received.
- 3) Decisions:
 - a. **16 Windsor Road, 19/01728/APP**, single storey side extension: AVDC refused (PPC opposed).
 - b. **35 Cheddington Road, 19/02775/APP**, Conversion of existing detached garage into garden room with new pitched roof and replace existing rear facing window with door set: AVDC approved (PPC tendered no objection)
- 4) Applications outstanding with AVDC: Rear of the Bell/Haldi, 30 Vicarage Road and 38 Glebe Close.

217/19 **SPORTS AND LEISURE COMMITTEE – CLLR CRUTCHFIELD, MEMBER OF COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Sports and Leisure Committee held on 10/10/19.
- 2) Pavilion Improvements, Phase II: It was **RESOLVED** to note the updates on the appointment of the M&E engineer, Expressions of Interest and work to compile the Employers Requirements brief. It was noted that the first all-party design meeting was scheduled for 7/11/19. It was noted that Hanson had confirmed that no liabilities would arise re the covenant should the kitchen space be hired.
- 3) Leisure Development on the Recreation Ground:
 - a. **Play Space:**
 - i. It was noted that AVDC had granted approval to appoint.
 - ii. It was **RESOLVED** to accept the revised quotation of £109,173.06 + VAT for the removal of all old play equipment plus the supply & installation of the new equipment from Huck Tek.
 - iii. It was **RESOLVED** to enter into the JCT Contract relating to the above and approval was granted to members to sign on behalf of the parish council.
 - iv. The associated installation timescales and payment schedules were noted (March to May 2020).
 - b. **Skate Park:** Tendering process to commence once timescales for play space confirmed.
- 4) Portable Goals on the Recreation Ground: It was **RESOLVED** to grant a one-season trial of the council's full-sized portable football goals on the recreation ground and to accept the associated liabilities re maintenance and care etc.
- 5) Ground-keeping budget provision for 2020/21:
 - a. It was **RESOLVED** to approve the ground-keeping budget from J Groom (Grounds Maintenance) of £950 per quarter for the Recreation Ground as part of the council's open space program, and to allow for this within the budgetary process.
 - b. It was **RESOLVED** to approve the ground-keeping budget from J Groom (Grounds Maintenance) of £10k for the 2020/21 financial year for pitch care at the pavilion site, and to allow for this within the budgetary process.

218/19 **STAFFING COMMITTEE – CLLR BLUNT**

- 1) It was **RESOLVED** to pay the Parish Assistant for 6.5 hours of overtime worked July-September, at the usual hourly rate, in the November payroll.
- 2) It was **RESOLVED** to pay the Parish Clerk for 45.5 hours of overtime worked July-September, at the usual hourly rate, in the November payroll. It was noted that 30.5 hours of this was undertaken on the pavilion project and would be reclaimed from S106.
- 3) The annual review of salary budget was deferred until the next meeting.
- 4) The update on plans for the annual volunteer thank you event was noted. It was agreed that all members would help hand deliver the invitations.

Charity Matters:

219/19 **PITSTONE PARISH CHARITY**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Parish Charity meeting held on 21/10/19.

220/19 **PITSTONE RECREATION GROUND CHARITY**

It was noted that no meeting had been held during the month, therefore no report was due. It was noted that the next meeting of the Charity was scheduled for later on 31/10/19.

Working Group Matters:

221/19 **YOUTH CAFÉ**

- 1) Volunteers: It was **RESOLVED** to contact parents of attendees with a further appeal for volunteer support. It was also **RESOLVED** that members would give consideration to budgeting for an Assistant Youth Worker for the next financial year. It was **RESOLVED** that the café manager would write to parents and explain that attendee numbers may have to be limited. It was **RESOLVED** to try and promote via other Facebook channels, outside of the council one.

- 2) **Grant:** BCC LAF has confirmed that the grant was approved in principal but that whilst they did not wish to reduce the total amount agreed, they could not provide funding towards the trips. The Café Manager is compiling a list of equipment that the café would benefit from, so that this can be submitted for approval instead.

222/19 **HIGHWAYS AND PATHS**

- 1) Pitstone & Ivinghoe Safety Scheme:
- a. Cllrs Mitra and Crutchfield provided feedback from the presentation of the Feasibility Study by BCC scheduled for 2/10/19.
 - b. It was **RESOLVED** to support the Ivinghoe Parish Council submission to LAF Traffic Scheme 2020/21 Grant for proposed works outside Brookmead School on behalf of both Pitstone and Ivinghoe Parish Councils (£12k).
 - c. It was **RESOLVED** to budget for the required 50% parish council contribution of £4,750 from the 2020/21 budget (50% of cost of works on Pitstone side of brook, total cost £9,500).
 - d. It was noted that no further action could be taken regarding the Westfield Road junction until BCC adopt the highway. However, members would consider making a budgetary provision to accrue towards anticipated work costs of £38,200 (amount tbc).
 - e. It was **RESOLVED** to investigate commissioning a separate feasibility study to consider the de-registration of the B489 Marsworth Road and the registration of Westfield Road as the B road. It was noted that any such classification proposal, if approved, could not be implemented until Westfield Road is adopted. Clerk to make enquiries with TfB.
 - f. It was **RESOLVED** to arrange further public consultation regarding the Marsworth Road cycle path options.
 - g. It was **RESOLVED** to publish the Feasibility Study on the website.
 - h. Next draft of the budget to continue to include a provision of £5k pa towards accruing for projects within this scheme.
- 2) Cycle-path to Tring:
- a. Notes from the Station Travel Plan meeting circulated electronically. Next meeting being arranged for mid-November.
 - b. It was **RESOLVED** that the Clerk should enquire if the siding out along Northfield Road had been carried out utilising TW S106 funds.
- 3) MVAS:
- a. It was noted that the ground-screw had now been installed in Westfield Road and the contractor advised to include this location in the rotation of the council's mVAS unit. Informed public via website/Facebook/Twitter.
 - b. It was **RESOLVED** to accept the increase in parish council contribution required by the LAF towards a second mVAS unit to a total of £1,681.50 from the 2019/20 budget. It was noted that LAF were then recommending approval of a 50%/££1,681.50 award to the parish council. LAF will confirm in due course.
 - c. It was **RESOLVED** to renew the annual service contract with Swarco (£318 + VAT).
- 4) Non-Official Slow Down signs: Competition closed 25/10/19. The council was delighted with the level of response and standard of entry. Results to be announced in due course.

223/19 **PITSTONE DEVELOPMENT AREA**

NKH will not be in a position to liaise with the parish council regarding the MUGA and car parking until February 2020.

224/19 **COMMUNITY AND PUBLIC TRANSPORT**

- 1) Community Bus Transport Survey: Survey live in Pitstone, Ivinghoe, Cheddington and Marsworth until 1/11/19. Results to be provided for November meeting.
- 2) Investigating Transport to Tring station:
- a. The preliminary survey results provided by WMT were noted.
 - b. It was noted that Tring Town Council and WMT were submitted a grant application to the Customer & Communities Improvement Fund (CCIF) to facilitate the provision of a Community Transport pilot.
 - c. It was noted that the WMT Lift Share Scheme was now live for Tring station. The council has promoted this to residents.
- 3) Community Car Scheme:
- a. It was **RESOLVED** to adopt the updated Volunteer Induction Guidelines document and the Chairman was granted authority to sign on behalf of the council.

- b. It was **RESOLVED** to meet the increased cost of text messages to allow for follow-up/feedback messages to drivers once bookings confirmed (approx. £130 per annum).
- c. It was noted that there are now 10 active drivers vs target of 20.

Other Matters:

225/19 **DEVOLVED SERVICES**

- 1) BCC to provide further details of proposed contract extension in due course.
- 2) It was **RESOLVED** to grant permission for St Mary's Church to erect a banner on the recreation ground fence to promote the Christmas Market on 16/11/19.

226/19 **ALLOTMENT TRACK**

Following successful initial works, it was **RESOLVED** to extend the track work project and procure 1 x further day of JCB/operator hire and a further 20 tonnes of type 1 stone (cost £740).

227/19 **POLICY REVIEW**

It was agreed that the Parish Council should have an Environmental Policy. The first draft was discussed. Clerk to try and get an idea of the budget required to commission the necessary reports ahead of the next meeting.

228/19 **CONSULTATIONS**

- 1) It was **RESOLVED** that no response to the Bucks Fire Public Safety Plan consultation was required however council wished the Clerk to establish whether Bucks, Herts or Beds would respond to a fire in Pitstone.
- 2) It was **RESOLVED** that no response to the BCC Right of Way Improvement Plan consultation was required.
- 3) It was **RESOLVED** to note receipt of the London Luton Airport Expansion Consultation which is open until 16/12/20. It was **RESOLVED** to postpone submission of any response until the November council meeting to enable members to attend the consultation events being held during November. It was further **RESOLVED** to seek advice from LLACC.

229/19 **COUNTY COUNCILLOR COMMUNITY LEADER FUND**

It was **RESOLVED** not to submit an application on this occasion.

230/19 **PLAY AROUND THE PARISHES**

It was **RESOLVED** to apply for 2 x Play around the Parish sessions during the summer holidays in 2020 at a cost of £360 per session.

231/19 **MEMBERSHIPS/SUBSCRIPTIONS**

- 1) It was **RESOLVED** to renew the annual membership of The Chiltern Society at a cost of £30.
- 2) It was **RESOLVED** to renew the annual subscription to Local Councils Update at a cost of £75.

232/19 **HEDGE CUTTING**

On 31/1/19 council resolved to appoint R Porter to carry out hedge cutting this winter (minute 323/18.3) with exact requirements defined in the autumn. It was **RESOLVED** to commission the following cutting: Recreation Ground hedge (£100), Hedge between Recreation Ground and old allotments (shortly to pass to the ownership of the Parish Council (£95), Hedge between Local Green Space by The Crescent and Marsworth Road (£70), areas of hedge between new allotment site and Marsworth Road specified by PAA (max £70), Windsor Road play area hedge (£90 of S106) and Pavilion hedges (£200). All work to be completed between November and January.

233/19 **REMEMBRANCE DAY AND VE DAY**

- 1) Remembrance Day
It was **RESOLVED** to make an annual donation of £150.00 to the local branch of the Royal British Legion in lieu of providing a fresh wreath.
It was **RESOLVED** to display the council's wreath and silent soldiers for 2 weeks prior to, and 1 week following, Remembrance Day and to accept the associated costs. It was **RESOLVED** that the Chairman would lay the council's wreath at the service.
- 2) VE Day
It was noted that the parish council would like to participate. Clerk to establish was activity being undertaken in Ivinghoe and provide update to next meeting.

234/19 **CHRISTMAS ILLUMINATIONS**

It was **RESOLVED** to commission Lamps and Tubes Illuminations to re-install the parish council's Christmas lights into the tree on the Recreation Ground at the entrance to the

Memorial Hall. To be ready for the 1st Sunday in Advent. Illuminated 3pm to 1am nightly. To be switched off on 12th night and then removed and placed into storage by L&T.

235/19 **ITEMS RAISED BY MEMBERS OF THE PUBLIC**
None received this month.

Financial Matters:

236/19 **QUARTERLY VAT RETURN**
It was **RESOLVED** to note the quarterly submission to HMRC and the refund from HMRC of £1,517.42.

237/19 **QUARTERLY GRANT CONSIDERATIONS**
It was noted that no applications had been received this quarter and therefore no grants were issued.

238/19 **FINANCIAL POSITION AND PAYMENTS**
1) The council noted the bank reconciliation, budget monitor, income, expenditure, debtors and creditors' information. It was **RESOLVED** to make the payments and transfers outlined in the monthly financial summary. Two councillors authorised the transactions for BACS transfer and initialled the corresponding paperwork. The chairman was duly authorised to sign the monthly summaries.

239/19 **INTERNAL CONTROLS**
The regular internal controls had been conducted with no amendments requested or issues arising.

240/19 **BUDGET 2020/21**
The second draft of the budget for 2020/21 was considered. AVDC to supply Council Tax Base. It is very important that any further budget initiatives are submitted and costed prior to the November meeting.

Reports and Reminders:

241/19 **OTHER REPORTS**
1) Cllr Mitra provided feedback from Chiltern Society Paralympic Stadium Tour on 4/10/19.
2) Cllr Mitra provided feedback from Ministerial visit to BVCL by Lord Gardiner of Kimble on 11/10/19.
3) Parish Assistant, Stephen Davies, provided feedback from the Volunteer Recruitment and Management training course held on 22/10/19.
4) It was noted that 4 x street lights owned by the parish council had to be reported for remedial works. It was noted that BCC had rolled out LED lanterns to the majority of their stock along Marsworth Road & that the remaining lanterns would be replaced in due course.
5) It was noted that James Cato of Abode Solutions had kindly attended and repaired the vandalised noticeboard free-of-charge. The crime has been reported to TVP.
6) The other reports were noted.

242/19 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 28/11/19, 9/1/2020, 30/1/20, 27/2/20, 26/3/20, 30/4/20, 21/5/20 (must be 4-18 days after election), 25/6/20, 30/7/20, 20/8/20 (if required), 24/9/20, 22/10/20, 26/11/20 then 7/1/21.
- Sports and Leisure Committee meetings: 14/11/19, 12/12/19 (to relocate to the pavilion due to the general election), 7/1/20, 13/2/20, 12/3/20, 2/4/19 (one week early to avoid school holiday), 14/5/20, 11/6/20, 9/7/20, 13/8/20, 10/9/20, 8/10/20, 12/11/20 and 10/12/20.
- Date for volunteer event 2020: 16/1/20 (ways to encourage cross volunteering?)
- Annual parish assembly: 1/4/20.
- PPP Publication dates: January, April, July and October
- Unitary "Buckinghamshire Council" established 1/4/2020 with elections (Unitary and Parish) 7/5/2020. Unitary elections 7 May 2020, then 2025, then every 4 years.
- General election 12/12/19.
- AVALC meetings 2/11/19 (AGM) – Cllr Saintey to attend.
- London Luton Airport Noise Monitoring program in Pitstone Oct & Nov 2019. Report available online once data analysed.
- BMKALC AGM 15/11/19 & Conference 29/11/19 – Cllr Mitra attending both
- Remembrance Day service at Pitstone Memorial Hall 10/11/19.
- CIB Community Buildings Forum 13/11/19 – Cllr Mitra attending

243/19 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 28/11/19. It was noted that the following would appear on the agenda:

- 3rd pass of budget
- PAA will supply completed winter risk assessment
- To receive feedback from AVALC meeting
- To receive feedback from BMKALC AGM and Conference
- To receive feedback on Remembrance Day service at Pitstone Memorial Hall

No further agenda items were requested.

244/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 21.38 pm.

Signed: _____
Chairman

Date: 28 November 2019