

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 9 January 2020
in the Millennium Room at the Memorial Hall commencing at 7.30pm

276/19 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chair), Cllr Mrs Crutchfield, Cllr Dr Frearson, Cllr Saintey, Cllr Mrs Stoddart, Cllr Hawkins and Cllr McCarthy plus the Parish Clerk Mrs Eagling.

Others present: Three members of the public plus District Councillor Derek Town, County Councillor Anne Wight and Mark Roberts representing Party in the Park.

Apologies: It was **RESOLVED** to accept apologies from District Councillor Sandra Jenkins and Parish Councillors Mitra and Blunt.

Absent: Cllr Weber.

277/19 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 Saintey declared interests as an allotment tenant and Chair of National Trust Ashridge Estates Committee. Cllr Hawkins declared a pecuniary interest in the works to the allotment track.

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

278/19 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- 1) No questions were tabled from member of the public.
- 2) No councillors with declared interests wished to speak about those matters during the public session.
- 3) It was **RESOLVED** to permit Mark Roberts to give a brief presentation on the forthcoming Party in the Park and their current financial position. MR advised that the PitP Committee may submit a grant request to the Parish Council in due course. The PitP Committee also request that that council consider offering a discount for hire of the land. The Chairman thanked MR for his presentation and confirmed that the Events Policy was included later on the agenda, which included consideration of the events considered to be culturally significant to the parish, and confirmed that a Recreation Ground Charity meeting was scheduled to take place later in the evening. Mr Roberts then departed the meeting.

279/19 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight provided updates on Unitary Community Boards, potential bat breeding sites beneath Brownlow Bridge, a new speeding on-line training module and notification from Stoke Mandeville that A&E was currently very busy. Cllr Wight also advised that the Vicarage Road footpath (Tun Furlong to Church Road) was still included on the potential budget list for 2020/21 but budgets had not yet been confirmed.
- 2) District Cllr Town provided an update on VALP, taking fly-tipping to the tip and Community Boards. Cllr Town also agreed to speak to the correct people re VAHT property in Glebe Close which has been empty for over 12 months.

280/19 MINUTES OF THE MEETING held on 28/11/19

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 28 November 2019 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

281/19 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:

Where third parties are responsible:

- 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. DM at BCC liaising with Street Lighting team & TW re options for upgrading to LED and will advise in due course. Unlikely to require adoption until end of 12-month maintenance period, which won't commence until Westfield Road also on maintenance.
- 3) Castlemead Public Open Space Phase III: TW to AVDC. TW resolving an issue re charge to original landowner.
 - 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. Not on maintenance yet as unresolved sewerage issue. PPC not required to adopt until close of 12 months maintenance period.
 - 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). Installed. Drainage problem reported to AVDC, who will liaise with Bellway.
 - 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. Replacement columns along Vic Rd not yet installed. Won't need to adopt until end of 12-month maintenance period so no action required at present.
 - 7) Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): Bellway not provided BCC with any update on installation date. Not now anticipated to be undertaken until Spring 2020.
 - 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': with Taylor Wimpey
 - 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.
 - 12) Safety Scheme works outside Brookmead: IPC and PPC awaiting result of funding application to LAF.
 - 13) Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted
 - 14) Feasibility Study re declassification of B489: Would require application to LAF Transport Scheme next funding round and 50% match funding.
 - 15) PIE Post-Event Grant Report: Financial summaries for last 3 years supplied and circulated
 - 16) Queen Street collapsed footpath: TfB added to program of works in June 2019, date tbc.

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) Youth Café subscription website: Cllr Nicholls investigating.
- 9) PIE container/equipment: PIE moved their equipment into the pavilion container. PIE have a further meeting in January re future and will then update the council.
- 10) WI: 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 (eta 12 weeks – not yet processed eta a further 3 weeks). Parcel 2 to complete at same time as NKH sale.
- 12) PPP Advertising moving to pre-payment: Initially advisory note to advertisers included on recent invoice run. Meeting being arranged with Editorial/Advertising/Web team. Letter to be drafted and issued to all advertisers.
- 13) Allotment Track: Second 20 tonnes of type one stone delivered and works undertaken on site 1/12/19.

- 14) Second mVAS: Orders placed for unit from Swarco (delivery eta mid-Feb to early March) and hinged post with bracket from Sussex Fab Shop (via Sign Sense) (delivery received)
- 15) Terracycle/Recycling Points: Resident investigating suitable storage boxes. Will launch to residents in due course, along with other recycling points available to residents for various items.
- 16) Youth Café Grant/Equipment: Orders placed for scooters, skateboards (received) and table tennis table (delivered and installed). Café Manager to advise re basketball hoops and to arrange fundraising.
- 17) Recruitment of Assistant Youth Worker: pending further information from staffing committee.
- 18) Party in the Park (11/7/20): Local clubs notified. Agenda item re Open Space Policy & Recreation Ground Charity agenda item re fees. Grant application may be received in due course.

282/19 **CORRESPONDENCE**

The list of correspondence received during the month was noted.

Committee Matters:

283/19 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) It was noted that no meeting had been held during the month so no report due.
- 2) Applications:
 - a. 4 Railway Cottages, Cheddington Road, LU7 9AE, 19/04335/APP, Two storey, part single storey, part first floor side extension and two storey, part single storey rear extension. No objections had been received from members of the public. Following consideration of the application, it was **RESOLVED** to advise AVDC that the parish council tendered No Objection to the application.
 - b. 35 Glebe Close, 19/04405/APP, single storey rear extension. No objections had been received from members of the public. Following consideration of the application, it was **RESOLVED** to advise AVDC that the parish council tendered No Objection to the application.
 - c. 3 Railway Cottages, Cheddington Road, LU7 9AE, 19/04461/APP, erection of conservatory. No objections had been received from members of the public. Following consideration of the application, it was **RESOLVED** to advise AVDC that the parish council tendered No Objection to the application.
- 3) Decisions: None received.
- 4) Applications outstanding: Rear of the Bell/Haldi planning application.
- 5) Other:
 - a. Cllr Stoddart provided feedback on the Buckinghamshire Council Planning Meeting held 5/12/19.
 - b. AVDC confirmed that 10 Castle Close garage conversion was carried out under Permitted Development.
 - c. Appeal Allowed: APP/J0405/D/19/3239370: The Laurels, Old Farm, Pitstone, LU7 9RD (19/00074/REF) two storey side extension. Therefore, planning permission now granted by the Planning Inspectorate.

Two residents then departed the meeting.

284/19 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**

- 1) It was noted that no meeting was held during December and therefore no report was due.
- 2) It was **RESOLVED** to note receipt of the draft minutes of the Sports and Leisure Committee meeting held on 7 January 2020. It was **RESOLVED** to arrange a separate meeting re on-site advertising.
- 3) Pavilion Improvements, Phase II:
 - i. Kitchen Hire
It was noted that the parish council had received an enquiry from a potential hirer for the kitchen space. Following consideration of the matter it was **RESOLVED** that the council was happy for the s&l committee to continue to progress discussions with the organisation. It was further **RESOLVED** to accept the minor modifications to the kitchen and storage area required at the new pavilion building in order to accommodate this possibility.
 - ii. Tender Issue
It was **RESOLVED** to approve the issue of the Employers Requirements - mechanical, electrical, structural, civil and architect's drawings were complete alongside supporting reporting and Principal Designer requirements. Final adjustments to be made to the ITT by the QS once appointed and then all the

- tender documents can be issued to approved shortlist of contractors (ETA 13/1/20).
- iii. It was **RESOLVED** to note the revised timescale, with appointment of contractor to be scheduled for March full council meeting.
 - iv. Grant Funding
It was **RESOLVED** to note that grant application to LLAC Near Neighbours had been unsuccessful.
 - v. QS
Following consideration of the quotations, it was **RESOLVED** to appoint Beacon Surveying Solutions to provide Quantity Surveyor and Employers Agent services for the pavilion project. Pre-tender services £3,650 + VAT, Post-tender services £16,290 + VAT. It was noted that AVDC had granted approval for the appointment of the contractor, as per the terms of the Section 106 release (from which this will be funded). It was further **RESOLVED** to write to both Beacon Surveying and PEP Ltd to thank them for their assistance.
- 4) Leisure Development on the Recreation Ground:
- a. **Play Space:**
 - i. It was **RESOLVED** to enter the JCT DB2011 Design and Build Contract with Huck Teck to deliver the play space project.
 - ii. It was further **RESOLVED** to grant permission to two members of the council to sign the document as a Deed, witnessed by the Proper Officer.
 - iii. It was **RESOLVED** to approve the accompanying updated quote (6421.PPC.19.011a.raf (20-12-19) and schedule of rates (6421.PPS.19.011.a.raf (20-12-19) to reflect the change of springer from Buggy (no longer available) to Bee.
 - iv. It was **RESOLVED** to accept the contract date of 9/1/20 and Work Commencement date of 2/3/20.
 - v. One copy to be returned to Huck.
 - vi. Huck to now update the Health and Safety files and provide information to Principal Designer/CDMC.
 - b. **Skate Park:** It was noted that Local Council Consultancy (LCC) would prepare and present draft tender documents later in January 2020.

285/19 **STAFFING COMMITTEE – CLLR BLUNT**

- a. It was noted that no meeting was held during December and therefore no report was due.
- b. It was **RESOLVED** to purchase 1 x hi-vis waterproof coat and trousers (cost £45 + VAT) for member of staff to wear whilst litter picking.
- c. It was **RESOLVED** to note & accept the increases to National Living Wage with effect from 1/4/2020 (up 6.2% to £8.72 per hour for people over 25 years) and to account for such an increase in the budget for 2020/21.
- d. Volunteer thank you event scheduled for 16/1/20. The updates on planning were noted.

Charity Matters:

286/19 **PITSTONE PARISH CHARITY**

No meeting had been held during the month and therefore no update was due.

287/19 **PITSTONE RECREATION GROUND CHARITY**

No meeting had been held during the month and therefore no update was due. A charity meeting is scheduled for later 9/1/2020.

Working Group Matters:

288/19 **YOUTH CAFÉ**

- 1) The update on volunteer recruitment was noted.
- 2) The update on the new equipment enabled by the LAF grant was noted. Work continues re the basketball hoops and fundraising.
- 3) It was **RESOLVED** that the Assistant Youth Worker should be broadly employed along the same terms and hourly rate as the previous position, however this person should be employed direct by the Parish Council and not employed by the Café Manager. District Councillor Town and County Councillor Wight departed the meeting.

289/19 **HIGHWAYS AND PATHS**

- 1) Pitstone & Ivinghoe Safety Scheme:
It was noted that a Feasibility Scheme to investigate the possibility of de-classifying

the B489 and re-classifying Westfield Road would require an application to the LAF Transport Scheme and a commitment to 50% funding. Any works could not take place until Westfield Road had been adopted. To be considered formally by the parish council at the appropriate time when applications are invited.

- 2) Tring Station - Cycle-path, public transport, lift share:
 - a. The update from HCC re the cycle-path was noted. No on-road/lower cost scheme yet identified which they could support. Not identified as priority location for either HCC or BCC. £4,376 of S106 spent to undertake clearance. £100k still held with 2024 usage deadline. It was noted that HCC would meet with PPC in March to present the options that had been investigated & discounted, and remaining options.
 - b. No update from WMT/Dacorum Community Transport re any potential scheme for Tring station that may be able to encompass Pitstone.
 - c. WMT Tring Station Lift Share scheme did not receive much interest.
- 3) Non-Official Slow Down signs: The entries have been judged and winners identified.
- 4) mVAS reports:
 - a. The reports generated for Marsworth Road and Westfield Road were noted.
 - b. Westfield Road trends shows significantly higher speeds than the other through roads in Pitstone. It was therefore **RESOLVED** to submit a copy to Thames Valley Police for them to re-consider speed enforcement.

290/19 **PITSTONE DEVELOPMENT AREA**

It was noted that whilst the MUGA Agreement was now satisfactory, the NKH had not supplied an approved version of the attachment entitled "MUGA Car Park Specification" and therefore it was **RESOLVED** not to approve the MUGA Agreement until such time as the Car Park Specification was satisfactory. Civil and Structuring Engineering advice being sought, along with car park lighting specifications etc.

291/19 **COMMUNITY AND PUBLIC TRANSPORT**

- 1) Community Bus Transport Survey: Ivinghoe Parish Council requested a further extension of the closing date to 6 March 2020. Initial top line results considered and any additional responses from Ivinghoe will be added in due course. It was **RESOLVED** to try and arrange a meeting in March to discuss how to take forward the findings. It was **RESOLVED** to compile some information on existing alternatives that could be published by the parishes.
- 2) Community Car Scheme: There were no matters for discussion this month.

Other Matters

292/19 **DEVOLVED SERVICES**

- 1) It was **RESOLVED** to enter into the Agreement of Variation in Respect of Local Council Devolution Scheme Agreement for the period 2020-2022 from Bucks County Council. Two members were granted authority to sign on behalf of the Parish Council. It was noted that this agreement would automatically transfer to Buckinghamshire Council upon creation. It was noted that Buckinghamshire Council only needed to provide 6 months' notice to vary/cancel the agreement.
- 2) It was **RESOLVED** that given the short term of contract from BCC, that the Parish Council would seek to extend their existing fulfilment contracts, should the existing contractors be willing/able, and then re-tender to the market once a full-term contract was available from Buckinghamshire Council.
- 3) It was **RESOLVED** that should the existing fulfilment partners be unable to extend their current contracts, that the Parish Council would need to tender for any elements that could not be fulfilled.
- 4) It was **RESOLVED** that the Parish Council would seek to extend the existing contracts for fulfilment of its own open space maintenance (grass cutting and hedge cutting etc) in line with resolutions 2 and 3 above.

293/19 **POLICY REVIEW**

- 1) Environmental Policy
It was **RESOLVED** to approve the Environmental Policy and the Chairman was granted authority to sign on behalf of the council.
- 2) Events and Open Space Policy
 - a. It was **RESOLVED** to list Party in the Park as a Culturally Significant event for the parish.
 - b. It was further **RESOLVED** to approve the updated Events and Open Space Policy and the Chairman was granted authority to sign on behalf of the council.

- 294/19 **PUBLICITY/PPP**
- 1) It was **RESOLVED** to include information in PPP, on Facebook, via Twitter and via the noticeboards to encourage residents to stand in the May parish council elections.
 - 2) The draft PPP submissions were discussed, and it was **RESOLVED** to approve.
 - 3) It was noted that the voluntary team had raised no objections and therefore it was **RESOLVED** to assist St Mary's Church Ivinghoe with distribution, with PPP, of leaflets to celebrate their 800th Anniversary.
- 295/19 **APGB:** It was **RESOLVED** to subscribe to the Aerial Photography for Great Britain (APGB) agreement, provided free to local councils. The new maps will be available via the existing Parish Online mapping system.
- 297/19 **LITTER PICKING:**
It was **RESOLVED** to request litter picking within new estates, prior to adoption, as and when necessary, by the associated developer. Should the developer require assistance, the clerk will check with council staff and offer to arrange and cross-charge if appropriate.
- 298/19 **ITEMS RAISED BY MEMBERS OF THE PUBLIC:** No matters raised this month.

Financial Matters:

- 299/19 **PITSTONE ALLOTMENT ASSOCIATION NEW HOMES BONUS GRANT APPLICATION**
- 1) It was **RESOLVED** to formally ratify the decision made electronically during December to support Pitstone Allotment Association's grant application to the AVDC New Homes Bonus Micro Grant scheme, whose application deadline was 15/12/19. The Chairman had counter-signed the application on behalf of the Parish Council.
 - 2) As the site is leased from National Trust by the Parish Council, the council **RESOLVED** to grant authority for PAA to undertake the works. Remaining sections of track to be laid in 3 working parties, one per month in Jan, Feb and March. Boundary fencing to be upgraded from post & 3 strands of wire to also have stock wire fencing during Jan/Feb.
 - 3) It was noted that PAA will submit further details re proposals for additional water in due course.
- 300/19 **FINANCIAL POSITION AND PAYMENTS**
- 1) As per previous resolution, as there was no December meeting, members approved the December payments electronically. It was **RESOLVED** to note and ratify the payments made in December 2019.
 - 2) The council noted the bank reconciliations for both end November and end December, budget monitor, income, expenditure, debtors and creditors' information along with the pavilion summary and pavilion project summary. It was **RESOLVED** to make the payments and transfers outlined in the monthly financial summary arising since the December bacs run. Two councillors authorised the transactions for BACS transfer and initialled the corresponding paperwork. The chairman was duly authorised to sign the monthly summaries.
- 301/19 **INTERNAL CONTROLS**
The regular internal controls had been conducted with no amendments requested or issues arising.
- 302/19 **BUDGET AND PRECEPT 2020/21**
- 1) It was **RESOLVED** to approve the budget for 2020/21 incorporating:
 - a. £149,542 expenditure during the year on standard revenue items.
 - b. £1,050,843 of expenditure on capital projects (including the building of the new pavilion, the installation of a play space and skate park and highways works by Brookmead school).
 - c. £14,006 of revenue income, minus precept.
 - d. £965,073 of capital project income via grants and S106 release.
 - 2) It was **RESOLVED** to approve the associated precept requirement of £139,920 which equates to £103.09 per Band D property (a rise of £6.37 per annum/6.58%). It was further **RESOLVED** to submit the precept request to AVDC.
 - 3) It was **RESOLVED** to approve the outline 3-year financial plan, which would be subject to continual review.

Reports and Reminders:

- 303/19 **OTHER REPORTS**
- 1) Cllr Crutchfield provided feedback from TVP Community Forum on 2/12/19 including a rise in number plate thefts.
 - 2) Cllr Saintey provided feedback from AVALC meeting on 7/1/20 including an update on Community Boards, East West rail put back to 2027, Oxcam Expressway,

AVALC/AVDC liaison group and advising that the AVDC New Homes Bonus Micro Grant program will finish in March.

- 3) Cllr Blunt provided a reading at 9 Lessons & Carols on 15/12/19.
- 4) Cllr Mitra had provided a written report from the BMKALC Conference on 29/11/19.
- 5) The other reports were noted, including streetlight outages reported for repair.

304/19 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 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: 7/1/20, 13/2/20, 12/3/20, 2/4/20 (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.
- Volunteer event: 16/1/20
- 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.
- London Luton Airport Noise Monitoring program in Pitstone Oct & Nov 2019. Report not yet available.
- Play around the Parishes booked for 10-12 on Fri 31/7/19 and 2-4 on 11/8/19
- Party in the Park 11/7/20

305/19 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 30/1/20. It was noted that the following would appear on the agenda:

- Determine volunteer of the year (nominations close 17/1/20)
- Quarterly review of staff hours (staffing committee agenda tbc)
- Quarterly financial update from P&IUCF (s&l agenda)

No further agenda items were requested. Cllr Blunt tendered apologies.

306/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.40pm.

Signed: _____

Chairman

Date: 30 January 2020