

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 26 March 2020
via electronic log-in commencing at 7.30pm

377/19 ATTENDANCE AND APOLOGIES

Councillors present on-line: Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Mrs Crutchfield, Cllr Stoddart, Cllr McCarthy, Cllr Blunt and Cllr Hawkins plus the Parish Clerk Mrs Eagling.

Others present: County Councillor A Wight & District Councillor S Jenkins. No members of the public chose to join the meeting.

Apologies: It was **RESOLVED** to accept apologies from District Councillors Derek Town plus Parish Councillors Frearson, Weber and Mitra.

378/19 ELECTRONIC MEETINGS / CORONAVIRUS

1. Due to the National Emergency regarding the Coronavirus outbreak all public meeting venues have been ordered to close, all residents must stay at home and not mix with individuals outside of their own household, all gatherings of more than 2 people will be dispersed by the police, vulnerable individuals are shielding, many individuals (including members) are isolating. The Coronavirus Act 2020 has been passed today which will enable the Secretary of State to grant permission for parish council meetings to take place electronically.
2. As council meetings are unable to take place physically, parishes have been following 3 broad options:
 - a. Delegating powers to the Clerk and Chair/A N Other body to continue with existing business and postponing all other works.
 - b. Closing completely for 3 months.
 - c. Planning to move to electronic meetings to ensure that council business can continue as much as possible, all members can receive agendas/papers in advance of meetings, all members can participate in meetings, and the public can participate and hold the council accountable. Emergency legislation pending.
3. It was **RESOLVED** that option 2c would provide the most democratic way for the parish council to progress, whenever possible and a quorum could be achieved. It was **RESOLVED** that all applicable meetings would be open to the public to participate in. It was recognised that the enabling legislation had not yet been fully passed, but that NALC had advised that the Coronavirus Act had progressed through the House of Commons, the House of Lords and received Royal Assent so was an official Act of Parliament. The government had every intention of enabling it as soon as possible and it was felt that parish council business should not be delayed because other bills had taken priority during this time of national emergency.
4. It was noted and **RESOLVED** that once officially enabled by the Secretary of State, that any decisions/'resolutions' passed during this period would be further ratified and minuted.
5. In the meantime, it was **RESOLVED** to delegate power to the Clerk and Chairman to carry out the wishes voiced by the members during the meeting, and for the purposes of these minutes recorded as 'resolutions'.

379/19 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. No agenda items related to these matters.

380/19 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- 1) No members of the public had joined the meeting; therefore, no questions were tabled from the public gallery.
- 2) No councillors with declared interests wished to speak about those matters during the public session.

381/19 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

County Cllr Wight provided an update on the Buckinghamshire Council Coronavirus Hub, online information and changes to services. She also provided an update on the postponement of the election and advised that all 5 current local councillors (Anne Wight, Derek Town, Sandra Jenkins, Chris Poll & Peter Cooper) would continue to serve the local area until the May 2021 election, and were working together to identify the most effective way

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to operate.

District Cllr Jenkins advised that an article had been prepared for PPP and would be forwarded to the parish clerk for online publication.

Cllr Wight then departed the meeting.

382/19 **MINUTES OF THE MEETING** held on 24/3/2020.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 24 March 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

383/19 **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:

- 1) Castlemead Issues: Last dwelling occupied spring 2014. Still to be brought up to adoptable standard by Taylor Wimpey before Bucks County Council can adopt.
- 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 are liaising with Bellway. PPC offered to conduct weekly playground inspections during maintenance period if Bellway accept the cross charge, however Bellway have decided to appoint a maintenance company instead.
- 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. BCC to adopt highways prior to PPC 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 – last eta 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) PDA Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance. Developer & BCC advise that internal roads will be private and therefore no requirement to adopt lighting.
- 10) PDA road names: AVDC and NKH confirmed that the 2 roads will be called "Poultons Meadow" (to reflect the name of the field in the development) and "Icknield Garden" (to reflect the parcel of land which was historically allotment gardens located next to the Lower Icknield Way).
- 11) Land off Westfield Road/'The Mounds': with Taylor Wimpey legal department.
- 12) Community Governance Review/Review of parish councillor numbers: Increase to 11 members approved by AVDC. Won't take effect until next full election (May 2021).
- 13) TfB Issues: BCC to consider reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road for 2020/21 budget. Glebe Close resurfacing currently 2nd on priorities list with estimated implementation date of 2021. BCC to consider parts of Queen Street and Albion Road resurfacing for future budgets. TfB to resolve flooding under Cheddington Road bridge – works ongoing. Collapsed Queen Street footpath - TfB added to program of works in June 2019, date tbc.
- 14) Safety Scheme works outside Brookmead: IPC and PPC awaiting result of funding application to LAF.
- 15) Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted by BCC.
- 16) Feasibility Study re declassification of B489: Would require application to LAF Transport Scheme next funding round and 50% match funding. On hold until next invitation to submit proposals.

- 17) Safety Scheme works along Marsworth Road: On hold pending above responses from BCC/LAF.
- 18) Queen Street collapsed footpath:
- 19) Election: Postponed until May 2021 due to Coronavirus.
- 20) Pitstone Allotment Association water project: PAA to provide further details of their proposals in due course.
- 21) Mapping Rights of Way 2026 legal deadline: Pitstone aspect of project being undertaken by local resident volunteer.
- 22) Luton Airport Noise Monitoring program: Pitstone was monitored during October/November 2019. Report not yet available online.

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 Stoddard 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: New committee in place. Will advise in due course.
- 10) WI: Picnic bench now ready. Contractor agreed to hold the table until play space completed.
- 11) Purchase of the Leisure Land: Parcel 1 now processed by Land Registry. Parcel 2 to complete at the end of March.
- 12) GPC: Will need to make eligibility declarations in May 2021, after next election. Clerk qualified. At least two thirds of members must be elected not co-opted or appointed.
- 13) Pavilion Floodlighting: Pending. Further information supplied by P&IUFCA for the parish council to utilise when formulating a planning application.
- 14) Pavilion Pitch Surround and Advertising: Discussed initially with P&IUFCA. To be progressed in due course. Rates to be determined.
- 15) Recycling scheme information and collection points: On hold. Local volunteer no longer collecting due to Coronavirus.
- 16) Potential Lease of land to 1st Ivinghoe & Pitstone Scouts: Awaiting draft contract from Horwood & James.
- 17) Potential lease of pavilion kitchen: Awaiting draft contract from Horwood & James.

384/19 **CORRESPONDENCE**

The list of correspondence received during the month was noted.

385/19 **ELECTION**

It was noted that Government had postponed the May 2020 elections for a further period of 12 months to May 2021 due to the Coronavirus outbreak. All members remain in their current seats for a further 12 months. The additional seat does not become enabled until the election, so there is no need to fill a casual vacancy. It is understood from the Coronavirus Act 2020 that the intention is for the term of office to be reduced to 3-years in 2021, so that the elections revert to their previous 4-yearly cycle.

District Cllr S Jenkins left the meeting.

386/19 **CLAP FOR CARERS**

There followed a 5-minute pause in the meeting so attendees could participate in the 8pm 'Clap for Carers' to salute NHS and Care Workers.

Committee Matters:

387/19 **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. **Portland House, Westfield Road, 20/00752/APP & 20/00753/ALB**,
Refurbishment of the existing building to include replacement of existing single glazed to double glazed windows, replacement of external air-conditioning

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condenser units and minor alterations to the internal partition layouts. It was **RESOLVED** to advise AVDC that the Parish Council had no objection to this application.

- b. **35 Glebe Close, 20/00664/APP**, Single storey rear extension (amendment to 19/04405/APP). It was **RESOLVED** to advise AVDC that the Parish Council had no objection to this application.
- c. It was noted that applications had now been received relating to 49 Old Farm, 140 Vicarage Road and land to the rear of 140 Vicarage Road. It was **RESOLVED** to hold a Planning Committee meeting at 7.30pm on 16/4/2020. It was **RESOLVED** that due to the Coronavirus outbreak, that all communication would be electronic, and no hand delivered neighbour notices would be issued during the Covid-19 outbreak.
- 3) Decisions: None received.
- 4) Outstanding Applications: The rear of The Bell/Haldi and 7 Queen Street remain outstanding with AVDC.

388/19 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTLEY, CHAIR OF COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes from the Sports & Leisure Committee meeting on 12/3/2020, including the recommendation to appoint Neville Special Projects to undertake the pavilion design & build project which was subsequently approved at the full parish council meeting on 24/3/2020.
- 2) It was noted that the sports & leisure committee meeting scheduled for 2/4/2020 had been cancelled due to the Coronavirus outbreak.
- 3) It was noted that Buckinghamshire Council had issued the Non-Domestic Rate Bill for 2020/21 and discounted the full amount to zero via the small business discount.
- 4) Pavilion Improvements, Phase II:
 - a. It was noted that following the full meeting on 24/3/2020 that a Letter of Intent had been issued to Neville's providing authority to complete the design phase.
 - b. It was noted that Contracts Finder had been updated to show the appointment.
 - c. It was noted that the deposit for goods invoice had been received and submitted to NHB to commence draw-down of the grant.
 - d. It was **RESOLVED** to meet the cost of 3.75 extra days of Beacon Surveying Services work / £2,530 + VAT arising to investigate VE and provide advice arising from complications relating to the Coronavirus pandemic.
 - e. It was **RESOLVED** to delegate powers to the clerk, in liaison with the s&l committee, to liaise with the project team and contractor to deal with issues that may arise during the construction project.
 - f. It was **RESOLVED** to delegate powers to the clerk, in liaison with the s&l committee, to approve staged payments relating to the pavilion project in between normal scheduled meetings where necessary to comply with the terms of the contract. BACS will still need online approval from 2 members.
 - g. It was noted that the hire of the skip, and associated pavilion/container clear out, has been postponed for the 3-week Covid-19 isolation period and will be reviewed in due course.
- 5) Leisure Development on the Recreation Ground:
 - a. **Play Space:**
It was noted that works had needed to be postponed due to the Coronavirus outbreak and compliance with the new legislation.
 - b. **Skate Park:**
It was **RESOLVED** to resubmit the S106 grant application to AVDC, to reallocate this project to the Vicarage Road funding, which would provide additional time to deliver the project. It was not possible to enter a tendering process, nor public consultation, during the current Coronavirus outbreak restrictions.

389/19 **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**

- 1) It was noted that there had been no committee meeting during the month and therefore no report due.
- 2) It was **RESOLVED** to grant the clerk's contracted automatic annual one spinal column point grade increase with effect from 1/4/2020 (from SCP30/£17.088ph to SCP31/£17.57ph).

Charity Matters:

390/19 PITSTONE PARISH CHARITY

It was noted that there had been no committee meeting during the month and therefore no report due.

391/19 PITSTONE RECREATION GROUND CHARITY

It was noted that there had been no committee meeting during the month and therefore no report due.

392/19 PITSTONE TOWN LANDS CHARITY

It was **RESOLVED** to approve the re-appointment of Peter Loose as a charity trustee.

Working Group Matters:

393/19 YOUTH CAFÉ

1) Grant

It was noted that the LAF grant claim forms and corresponding papers had been submitted to BCC. Payment anticipated shortly.

2) Assistant Youth Worker

It was **RESOLVED** to postpone this considering the Coronavirus outbreak and review the situation again ahead of the next PPP (June for July deadline).

3) Action4Youth Membership

It was **RESOLVED** to renew the annual membership with Action 4 Youth, cost £100 per annum.

394/19 HIGHWAYS AND PATHS

1) Tring Station - Cycle-path

a. Cllrs McCarthy and Crutchfield provided feedback from the meeting with HCC on 12/3/2020. HCC advised that all on-highway potential solutions had subsequently failed the Road Safety Audits. Investigating potential opportunities re Marshcroft Lane route.

b. No further update from WMT/Dacorum Community Transport re any potential scheme for Tring station that may be able to encompass Pitstone.

c. It was noted that Tring Town Council was receiving grant funding towards a potential community transport scheme.

2) Non-Official Slow Down signs:

The presentation event on 7/3/2020 had been very well received. The signs had subsequently been erected around the village and publicity issued. It was **RESOLVED** to add an agenda item to the next meeting for members to consider what format a potential annual event for local children could take.

395/19 PITSTONE DEVELOPMENT AREA

Nicholas King Homes to confirm the timescales for the construction of the MUGA, and the construction of the replacement car park & lighting, in due course.

396/19 COMMUNITY AND PUBLIC TRANSPORT

1) Community Bus

Only 3 extra responses had been received to the survey following the IPC extension. It was **RESOLVED** to postpone consideration of next steps until post-Coronavirus as it was not practical to meet with potential scheme volunteers at present.

2) Community Car Scheme

It was noted that the Community Impact Bucks Safeguarding Training on 4/3/2020 had been well received.

Other Matters

397/19 DEVOLVED SERVICES

1) Agreement

Agreement of Variation in Respect of Local Council Devolution Scheme Agreement for the period 2020-2022 was signed and sent back to BCC for countersignature. Awaiting completed contract to be returned. BCC eta March.

2) Siding Out – Green Lane

It was **RESOLVED** to siding back the overgrown ivy etc along the far end of Green Lane footpath (2017 cost £490). It was acknowledged that this work was not 'essential' and would therefore probably need to wait until the Coronavirus restrictions were lifted.

3) Footpath 10

It was noted that maintenance of this path fell to the landowner.

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- 4) Other Footpaths
It was **RESOLVED** to approach other landowners and pass maintenance responsibilities back to them where possible, for subsequent years.

398/19 **CORONAVIRUS IMPLICATIONS AND ACTIONS**

- 1) It was **RESOLVED** that the Chairman/Clerk would continue to operate within the existing devolved powers for emergency expenditure or responses. Details to be provided to full council at the earliest opportunity.
- 2) It was noted that Regulation 32(2)(c) of the Public Contract Regulations 2015 allow parish councils to make emergency expenditures during the pandemic eg to aid volunteer groups. It was also noted that the Parish Council benefitted from the General Power of Competence.
- 3) The following implications for Parish Council services/operation were noted/**RESOLVED**:
 - Asset checks for playgrounds – suspended as playgrounds closed & staff isolating.
 - Cleaning at pavilion – suspended, as all football fixtures have been suspended.
 - Litter picking/bin emptying – suspended as regular activity due to current emergency measures and staff isolations. Messages put out to public. If bins become problem, could arrange ad-hoc emptying as necessary if lock-down not tightened further. AVDC also willing to empty any bins that start to overflow, on an ad-hoc basis, if we report to them which ones have become an issue.
 - It was **RESOLVED** to support hourly paid staff during the crisis by agreeing to pay wages for the next 3-months and then review to provide employees with financial security.
 - Wage slips etc to be emailed instead of hard copies where staff can receive in this format.
 - Youth café – suspended until further notice. It was **RESOLVED** to continue to meet the contract costs were necessary.
 - Community Car scheme – Number of bookings low as non-urgent appointments being cancelled. Reduced volunteer numbers. Investigating possible alternative service via the Town Lands Charity, for the emergency appointments we are still trying to fulfil.
 - PPP – it was **RESOLVED** to still produce, and just publish electronically if necessary, as it was important that information could be distributed to residents.
 - Clerk duties – can be predominantly performed from home office, so long as the clerk remains well. Meetings can take place without the clerk if necessary and a member can take the minutes and the clerk can subsequently type up. The Chairman has access to passwords etc.
 - Bacs approvals – can be undertaken electronically, so long as members remain well and able to log on.
 - Planning applications – important that residents and members still give due consideration and opportunity to comment, therefore try to hold planning committee meetings electronically where able. All applications to continue to be advertised via website/Facebook/Twitter. Hand delivered neighbour notification letters suspended for duration of Covid-19 restrictions.
 - New Home Welcome Packs – suspended for duration of Covid-19 restrictions.
 - Meeting papers – all summons and meeting papers to only be delivered electronically for duration of Covid-19 restrictions.
 - Correspondence folder (mainly industry magazines etc) – suspended for duration of Covid-19 restrictions, any important articles/information to be scanned and distributed electronically.
 - Cash receipts – may be delays in cashing any cash payments received as need to be deposited at post offices
 - Hire of car park for driving lessons – cancelled and **RESOLVED** to waive fees as not in use
 - Allotments – measures put in place to assist with safe access via the gate etc by PAA
 - Play spaces – closed following government advice and notices erected warning that they can't be kept disinfected and virus germs live for several days on hard surfaces. Goal at Hever Close temporarily dismantled and stored.
 - Charity Commission can extend filing deadlines if necessary
 - Audit – internal auditor planning to retain existing deadline & request all documents to be submitted electronically. External auditor delayed issuing info pending further advice from government re any extension.

- Important signatures – documents to be hand delivered through letterboxes/doorsteps where essential. Documents to be held and delivered in bulk where possible to avoid numerous trips.
 - Invoices – clerk to note on invoices which members approved the back payments.
- 4) It was noted/**RESOLVED** that the Parish Council would provide the following assistance for the community:
- Web page created and being continually updated, providing information about where people can access help, where to go if they want to volunteer, where to go if in financial difficulties or unable to access food etc.
 - Liaised with Town Lands Charity who have agreed to accept financial donations from residents who wish to support those less fortunate in the community, and the charity will be available for residents to contact that need support.
 - Liaised with local taxi company re fulfilling any car scheme requests that we can't fulfil and the Town Lands Charity also looking into options for us.
 - Liaised with residents who have set up a Facebook Group to link up residents that can volunteer to help with residents in need. Sending volunteers, and those in need of assistance, that contact the parish council to this group.
 - It was **RESOLVED** to provide the volunteer group above with telephone number and texting facility, as per car scheme coordinator, to enable them to more effectively reach a greater number of residents as many are not on Facebook, and enables them to become more GDPR compliant and better safeguard both volunteers & users. PPC to meet the costs - £225 for a year + cost of texts. Can be cancelled once no longer required.
 - It was **RESOLVED** to meet the costs of a leaflet, approx. £40, to ensure the helpline number reached vulnerable residents.
 - Liaised with the food bank and obtained details of how people can access the service if required and published list of items that they need donating so residents can assist.
 - Liaised with LAF and any support they could offer – link from our page to their page – LAF appointed representative with liaise directly with the volunteer group.
 - Liaised with Age UK and VAHT who are sending residents that contact them to us.
 - Posted list of local business that can deliver, either food or hot meals, and links to mental health, telephone befriending services etc.
 - Put links from the web page to Facebook and Twitter. Need to put the information into PPP to direct people to the web page (or phone if they don't have internet access). Have put posters on the noticeboards directing people to the web page. The information is changing daily as the situation evolves so it is very difficult to keep posters up to date.
 - It is likely that the needs and content will need to frequently change, and council may need to take emergency decisions about how we handle the situation and what support we can provide. Clerk and Chairman to handle emergency situations under current devolved powers.

399/19

DOG BINS:

- 1) Following consideration of the quotations it was **RESOLVED** to extend the Service Level Agreement for Dog Waste Bin Collection and Associated Services with AVDC for a further 12 months (cost £115.48 per bin per annum, vs next quotation of £494 per bin per annum).
- 2) It was **RESOLVED** to request twice weekly emptying throughout the year. AVDC to confirm if they can fulfil this request in due course.
- 3) It was noted that the district council was not able to accept requests for additional bins, or bin relocations, at the present point in time due to the Coronavirus outbreak. The parish council to reconsider, if necessary, later in the year.

400/19

PPP:

- 1) It was **RESOLVED** to approve the updated terms and conditions for advertisers, required to meet the change to pre-payment.
- 2) It was **RESOLVED** to approve the increase in discount from 5% to 10% for advertisers who pre-pay for 4 editions, as this will reduce administration of their account.
- 3) It was **RESOLVED** to approve the draft parish council submission for the next edition of PPP (see minute above re potentially only being published online if necessary).
- 4) It was noted that due to the current national emergency, some advertisers were cancelling their advertising as they were unable to currently work.

401/19

ANNUAL ASSEMBLY:

The event had been postponed due to the Coronavirus outbreak. New arrangements to be confirmed in due course.

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- 402/19 **ENVIRONMENTAL AUDIT:**
It was **RESOLVED** to postpone consideration until post Covid-19.
- 403/19 **ITEMS RAISED BY THE PUBLIC:**
It was noted that a group of Cheddington parents were in dispute with Buckinghamshire Council re the Home-to-School policy. It was **RESOLVED** that there was no further action required by the parish council at present.

Financial Matters:

- 404/19 **INTERNAL AUDIT:**
Receipt of the formal Internal Audit Engagement Letter was noted. The parish council is waiting to hear about revised audit timescales from the external auditor due to the Coronavirus outbreak.
- 405/19 **CHAIRMAN'S EXPENSES:**
It was noted that the Chairman would not be submitting general expenses.
- 406/19 **BANK TRANSFERS:**
It was **RESOLVED** to transfer £63,400 from the NatWest Accrual Account to the Unity Trust bank account, in preparation for the costs to be incurred on the play space and pavilion projects. Two members were granted authority to sign the cheque.
- 407/19 **FINANCIAL POSITION AND PAYMENTS**
- 1) The council noted the income, expenditure, debtors and creditors' information, bank reconciliation and budget monitor along with the pavilion summary and pavilion project summary.
 - 2) It was **RESOLVED** to make the payments and transfers outlined in the monthly financial summary except for the payment detailed below. Two councillors authorised the transactions for BACS transfer and the clerk would note which councillors approved the BACS on the corresponding invoices. The chairman was duly authorised to sign the monthly summaries.
 - 3) It was noted that the Party in the Park event scheduled for July had been postponed until 2021 due to the Covid-19 situation. It was therefore **RESOLVED** to pay the previously approved grant to the organisers at present, but to invite them to re-apply in due course once any revised event was confirmed.
- 408/19 **INTERNAL CONTROLS**
The regular internal controls had been conducted with no amendments requested or issues arising.

Reports and Reminders:

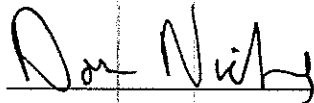
- 409/19 **OTHER REPORTS**
- 1) Broken fencing by Windsor Road playground had been reported to AVDC and TW.
 - 2) The other reports were noted.
- 410/19 **REMINDERS:**
The following reminders were noted, though are likely to be subject to change:
- Parish Council meetings: 30/4/20, 21/5/20 (must be 4-18 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. Draft dates for 2021: 7/1/21, 28/1/21, 25/2/21, 25/3/21
 - Sports and Leisure Committee meetings: 2/4/20 (cancelled), 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. Draft dates for 2021: 14/1/21, 11/2/21, 11/3/21.
 - Annual volunteer event: draft date 21/1/21.
 - Staffing Committee meeting: 23/4/20 at 8pm.
 - Annual parish assembly: 25/3/20.
 - PPP Publication dates: January, April, July and October
 - Unitary "Buckinghamshire Council" established 1/4/2020.
 - Election now May 2021.
 - Play around the Parishes booked for 10-12 on Fri 31/7/19 and 2-4 on 11/8/19
 - Roman James Memorial Fun Day 30/8/2020.
 - BALC Exec/Parish Liaison Meeting : 29/4/20, 29/7/20, 21/10/20, AGM 20/11/20 – Cllr Saintey attending.
- 411/19 **DATE OF NEXT MEETING:**
The next meeting of the Parish Council is currently anticipated to take place on 30/4/20. It was noted that the following would appear on April agendas:

- Any revised proposals for the Annual Assembly
- First draft of year-end figures and annual return etc
- First draft of annual report & accounts (more wordy description for residents)
- First draft of charity report & accounts (charity agendas)
- Year-end payroll submissions
- Quarterly VAT return
- Year-end reconciliations and account transfers
- Quarterly review of information on the website
- Quarterly grant consideration
- Annual check of all electronic banking details held for suppliers
- Annual appraisal for assistant
- Review & re-issue occupational licence for pavilion for forthcoming season (s&l)
- Annual review of community self-help plan
- Consider if any noticeboards in need of repair this summer
- Arrange year-6 youth café events before summer holidays (if schools re-open)

No further agenda items were requested.

412/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.42pm.

Signed:



Chairman

Date:

3/5/2020

