PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 21 May 2020
via electronic log-in commencing at 7.30pm

37/20 **ELECTION OF A CHAIRMAN FOR THE FORTHCOMING YEAR**

There being no other nominations, Councillor Dave Nicholls was duly elected unopposed as Chairman for the forthcoming year. Due to the social distancing measures, Cllr Nicholls will sign his Declaration of Acceptance of Office in the presence of the Proper Officer the following day.

38/20 **ELECTION OF A VICE CHAIRMAN FOR THE FORTHCOMING YEAR**

There being no other nominations, Councillor Bob Saintey was duly elected as Vice Chairman for the forthcoming year.

39/20 **ATTENDANCE AND APOLOGIES**

Council present via video conferencing: Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Mrs Crutchfield, Cllr Mrs Stoddart, Cllr McCarthy, Cllr Dr Frearson plus the Parish Clerk Mrs Eagling and Parish Assistant Mr Davies.
Others present via video conferencing: 1 member of the public.
Apologies: It was **RESOLVED** to accept apologies from Cllr Mitra (poor health), Cllr Blunt (work commitment) and Cllr Hawkins (work commitment).
Absent: Cllr Weber.

40/20 **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.

41/20 **QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS**

1) No questions were tabled from the public gallery.
2) No councillors with declared interests wished to speak about those matters during the public session.

42/20 **REPORTS FROM UNITARY COUNCILLORS**

Neither Buckinghamshire Councillor Derek Town nor Sandra Jenkins were present. It was **RESOLVED** to request further clarity on the call-in of planning applications. It was noted that Cllr Jenkins was trying to obtain the correct contact details to report breaches of parking regulations.

43/20 **MINUTES OF THE MEETING** held on 30/4/2020.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 30 April 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

44/20 **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. 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 will not 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. Bellway appointed a maintenance company to care for the play space for the 24-month period. Bellway advise that they anticipate being back on site after the bank holiday weekend to complete the seeding etc around the play area and will then look to open it to the public (under the care of their maintenance company).
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. Will not 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): No visibility of work date.
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) Land off Westfield Road/'The Mounds': with Taylor Wimpey legal department.
11) Community Governance Review/Review of parish councillor numbers: Increase to 11 members approved by AVDC. Will not take effect until next full election (May 2021).
12) 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.
13) Safety Scheme works outside Brookmead: IPC and PPC awaiting result of funding application to LAF.
14) Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted by BCC.
15) 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.
16) Safety Scheme works along Marsworth Road: On hold pending above responses from BCC/LAF.
17) Pitstone Allotment Association water project: PAA to provide further details of their proposals in due course.
18) Mapping Rights of Way 2026 legal deadline: Pitstone aspect of project being undertaken by local resident volunteer.
19) Luton Airport Noise Monitoring program: Pitstone was due to be monitored during October/November 2019 but no location identified. Put on monitoring program for January-March 2020 but located at a farm in Wilstone (apparently the closest available location). Cannot recollect the monitor until lockdown eased. Then report will need to be compiled and published. Ongoing discussions re criteria and locations to identify a suitable site for the next opportunity.
20) Place Based Devolved Services Pilots: consideration of applications placed on hold by Buckinghamshire Council.
21) 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.

Within the scope of the parish council:

1) Village web site: (1) Cllr Nicholls creating a planning section & reviewing architecture of attachments (2) Cllr Nicholls creating Whistle Blowing/Safeguarding page
2) Youth Café subscription website: Cllr Nicholls investigating.
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 Parish Assistant
5) Signage for Local Wildlife Site: liaising with Taylor Wimpey re possibility
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) WI table: Contractor agreed to hold the table until play space completed.
9) Purchase of the Leisure Land: Parcel 2 to complete at the same time as the PDA sale (delayed).
10) 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.
11) Recruitment of Assistant Youth Worker: On hold due to Covid-19. Review again July.
12) Pavilion Floodlighting: Liaising with P&IUFC and FF. Planning application to be prepared. Full proposal to be developed by end of year, to apply for FF March 2021 funding round.
13) Pavilion Pitch Surround and Advertising: To be progressed in due course. Rates to be determined. Full proposal to be developed by end of year, to apply for FF March 2021 funding round.
14) Recycling scheme information and collection points: On hold. Local volunteer no longer collecting due to Coronavirus.
15) Potential Lease of land to 1st Ivinghoe & Pitstone Scouts: Draft Heads of Terms produced by Horwood & James and supplied to 1st Ivinghoe & Pitstone Scouts for consideration. No feedback received to date.
16) Environmental/Carbon Audit: On hold due to Covid-19 & pavilion works. Review October.
17) Rights of Way: In due course, review all RoW maintenance with landowners.
18) Sports Pitch Occupational Licences: P&IUFC now completed. Issued to P&ICUFC.
19) Devolved Service/groundworks: siding out of Green Lane & removal of tree shoots on Recreation Ground commissioned and will be undertaken by contractor when guidelines permit.
20) Noticeboards: renovation commissioned and will be carried out over coming months.
21) Allotment track: works on hold due to Covid-19. PAA to update in due course.
22) Windsor Road Playground Gate: gate now received and with contractor for installation.
23) Design a Sign: only outstanding action is to post the winners a copy of PPP publicity once PPP printed.

45/20 **CORRESPONDENCE**

The list of correspondence received during the month was noted. No matters required further discussion that were not already tabled to the agenda.

46/20 **STANDING DISPENSATIONS**

It was **RESOLVED** to reconfirm the standing dispensations as detailed within the Code of Conduct, alongside the standing dispensations relating to the affairs of the Pitstone Parish Charity and Pitstone Recreation Ground Charity, for whom the parish council as corporate body is sole trustee.

47/20 **KEY POLICIES**

Following consideration, it was **RESOLVED** to adopt the following updated key policies, and the Chairman was duly authorised to sign on behalf of the council:

1) The Code of Conduct
2) Standing Orders
3) Financial Regulations
4) Risk Management Policy and associated Risk Assessment

48/20 **COMMITTEE STRUCTURE AND APPOINTMENTS**

1) Committees and Working Parties

It was **RESOLVED** to operate the following committees (with the Pitstone Recreation Ground Charity required to meet as the full trustee board):

a. Planning
b. Staffing
c. Sports and Leisure

d. Pitstone Parish Charity

It was **RESOLVED** to operate the following working parties (who have no delegated power but act as investigative groups who refer matters back to full council):

a. Pitstone Development Area
b. Highways and Paths
c. Youth Café
d. Community and public transport

2) Committee Membership and Chairmen

It was **RESOLVED** to appoint the following memberships and chairs:

a. Planning Committee
Membership: Cllr Crutchfield, Cllr Blunt, Cllr Nicholls, and Cllr Hawkins.
Chair: Cllr Crutchfield

b. Sports and Leisure Committee
Membership: Cllr Saintey, Cllr Frearson, Cllr Weber and Cllr Mrs Crutchfield.
Chair: Cllr Saintey. NB Cllr Mrs Stoddart removed now that the pavilion tendering complete.

c. Staffing Committee
Membership: Cllr Blunt, Cllr Nicholls, and Cllr Saintey. Chair: Cllr Blunt.

d. Pitstone Parish Charity Committee
Membership: Cllr Nicholls, Cllr Mrs Crutchfield, and Cllr Hawkins.
Chair: Cllr Nicholls.

3) Working Party Membership

It was **RESOLVED** to appoint the following memberships:

a. Pitstone Development Area Working Party
Membership: Cllr Saintey, Cllr Blunt, Cllr Frearson and Cllr Weber.

b. Highways & Paths Working Party
Memberships: Cllr Weber, Cllr Mitra, Cllr Mrs Stoddart and Cllr Saintey.

c. Youth Café Working Party
Membership: Cllrs Saintey, Nicholls and Mitra call into the café on a rotational basis. Cllrs Saintey, Nicholls, Mitra or Crutchfield meet with the Youth Café manager when required.

d. Community and Public Transport
Membership: Cllr Frearson and Cllr Nicholls.

4) Membership to Other Bodies

It was **RESOLVED** to appoint the following memberships to outside bodies:

a. **Chiltern Conservation Board & other ecological issues** – Cllr Dr Frearson and Cllr Weber.
b. **Pitstone Memorial Hall Charity** - Cllr Mrs Crutchfield.
c. **Pitstone Church Committee** – tbc. Review after the next election.
d. **Local Area Forum & associated traffic calming sub-group** – any three from Cllr Blunt, Cllr Saintey, Cllr Dr Frearson and Cllr Mrs Crutchfield.
e. **Local Council Planning Liaison Group** – Cllr Weber.
f. **AVALC** – Cllr Saintey.
g. **BALC/BC Parish Liaison** – Cllr Saintey.

The parish council currently has certain members who investigate/review related matters and submit recommendations to council, or who fulfil a specific role for the council. It was **RESOLVED** to make the following appointments:

a. **Pitstone Hill & Trees** – Cllr Mrs Stoddart and Cllr Saintey.
b. **Allotment Officers** – Legally required to appoint one. Cllr Mrs Crutchfield.
c. **Footpaths** – Cllr Mrs Stoddart and Cllr Mitra.
d. **Web Site** – Cllr Nicholls.
e. **Waste & Minerals** – Cllr Blunt.
f. **Street Lighting** – Cllr Dr Frearson.
g. **Community Self Help Plan** – Cllr Mrs Crutchfield.
h. **Safeguarding Officer** – tbc. Review after the next election.

49/20 **TERMS OF REFERENCE**

It was **RESOLVED** to adopt the following Terms of Reference for each committee:

1) Planning Committee
   a. This committee meets once/twice per month depending upon the number and timing of deadlines imposed by the planning authority.
   b. The committee has delegated power to determine standard applications (eg extensions) and advise BC on the outcome of their decision on behalf of the Parish Council. Any correspondence relating to such applications will be circulated to relevant committee members.
   c. For applications of 5+ developments / where development may be contentious or at the discretion of the BC Planning Committee, full council to be summoned to attend the meeting. Any correspondence relating to such applications to be circulated to full council.
   d. Meetings must be open to the public and advertised in the same manner as a council meeting.
   e. The committee has no delegated spending power.
   f. If any planning committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.
   g. It was further **RESOLVED** that, during periods where residents were allowed out for non-essential work etc, that the parish council would reinstate the hand delivery of neighbour notification letters.

2) Sports and Leisure Committee
   a. This committee meets monthly and considers all sports & leisure related issues eg management and development, regardless of the site eg redevelopment of the pavilion site, creation of NEAP by Recreation Ground, management of play space, football pitch allocation, village green etc.
   b. The Committee has delegated power to manage all day-to-day decisions, taking advice from external representatives on the committee, as necessary.
   c. The committee has delegated power in line with Financial Regulation 4.1, up to £5,000.
   d. All items of major expenditure or decisions of a strategic nature (such as final approval of redevelopment of the pavilion site) would require a written referral back to full council for consideration and approval.
   e. All correspondence relating to sports and leisure matters to be circulated to members of the committee.
   f. Meetings must be open to the public and advertised in the same manner as a council meeting.
   g. If any sports & leisure committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

3) Staffing Committee
   a. To be convened when necessary.
   b. The committee has delegated power to determine routine staffing matters such as holiday leave/cover, training, sickness, appraisals, pensions, PAYE/NI, overtime etc.
   c. Meetings must be advertised and minuted in the same manner as a council meeting, but public may be excluded for privacy reasons.
   d. No member of staff should be present at Staffing Meetings but may be requested to submit a report.
   e. The committee has no delegated spending power over and above matters related to staffing.
   f. Final decision on appointments should be referred to full council for approval.
   g. If any staffing committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

4) Pitstone Parish Charity Committee
   a. The parish council as a corporate body is sole trustee to this charity.
   b. To preserve integrity, Council manages the affairs of the charity via a committee.
   c. The committee has delegated power to make day-to-day decisions.
   d. Charity meetings do not need to be open to the public and only trustees should attend.
   e. As the charity currently has no finances, any issues relating to expenditure or of a strategic nature, should be referred to full council (as sole trustee) for approval.

f. If any parish charity committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

50/20 **DELEGATION ARRANGEMENTS**

It was **RESOLVED** to adopt the following delegation arrangements:

1) The clerk has delegated power to incur expenditure on office stationery, equipment, sundries, consumables (eg sacks for litter pickers), training or reference books as deemed necessary; timely maintenance requirements for property & assets eg replacement roof tiles at the pavilion or playground repairs, plus emergency expenditure on behalf of the parish council up to a value of £500 (eg to clear fallen trees). Any expenditure incurred under the last two categories should be reported to council at the earliest opportunity.
2) The pavilion cleaner and litter pickers have delegated authority to incur minimum expenditure on replacement gloves etc.
3) Delegated Powers from other tiers
The council has accepted devolved powers from BC to undertake grass verge maintenance, right of way maintenance and minor works.
4) Coronavirus
The clerk, in liaison with the Chairman, have delegated powers to make emergency expenditure to tackle, or assist residents, during the coronavirus outbreak.

Committee Matters:

51/20 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

1) It was noted that no meeting had been held during the month and therefore no report was due.
2) Applications:
   a. **7 Queen Street, 20/00566/APP,** 2 storey and single storey rear extension (amendment). No objections had been received by the parish council, but it was noted that there were several objections on the portal from residents of Old Farm and Queen Street. Following consideration of the application, it was **RESOLVED** to advise BC that the Parish Council felt that the amendments were small and immaterial, and that the council still had concerns about the impact on the neighbouring single storey bungalow. It was **RESOLVED** to submit neither approval nor objection and to defer to the expertise of the BC planners.
3) Decisions: None.
4) Applications outstanding with Buckinghamshire Council: The Rear of the Bell/Haldi, Portland House, 49 Old Farm, 140 Vicarage Road, Land to the Rear of 140 Vicarage Road, Unit 5 Quarry Court, Robin Cottage at 26 Chequers Lane and Land adjacent to the Duke of Wellington PH.
5) Enforcement outstanding with Buckinghamshire Council: 7 Church Road (20/00102/CON3) and Land to the Rear of 140 Vicarage Road (20/00179/CON3).

52/20 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**

1) It was noted that no committee meeting had taken place but that an update report had been circulated to all committee and full council members and **RESOLVED** to note receipt.
2) It was **RESOLVED** to purchase 3 x 1 tonne grab bags of 50/50 sports dressing for patch and repair works arising because of badger & fox activity at the pavilion site. Cost £318 + VAT.

3) Pavilion Improvements, Phase II:
   a. **Funding:**
      1. Football Foundation grant application determination date 9/6/2020.
      2. It was **RESOLVED** to accept the terms & risks within the Football Foundation "Without Prejudice Permission" letter to enter the JCT Contract with Neville's and for works to commence at site on 1/6/2020. Initial works to focus on the extensions until after the FF notification date of 9/6/2020.
      3. Increased S106 application (maximum of £60k) to Buckinghamshire Council to provision for contingency and fit-out approved.
      4. NHB claim 1 now received from Buckinghamshire Council (£24,700).
      5. Pledged funding received from both P&IUFC (£4k) and P&IJFC (£1.5k).

b. **Kitchen:**
Following the withdrawal of the hirer, it was **RESOLVED** to approve the following necessary amendments:

1. To keep amendments to a minimum, and therefore costs as low as possible, the northern/eastern/southern fittings to remain as previously specified.
2. The separate hob to be replaced with oven/hob.
3. The spaces left on the western wall to accommodate the catering company equipment to be replaced with: parish council's own under counter fridge, stainless steel lockable lower units to replicate those specified elsewhere in kitchen and wooden wall units to replicate those specified elsewhere in kitchen.
4. PPC to work with Neville's to obtain satisfactory quotation and then enter a separate variation agreement for fulfilment.

c. **Contract and Construction Program:**
Meetings (virtual) have been ongoing between the full professional team. The value engineering investigations have been completed. The design works have been completed. Neville's have identified safe working practices and overcome supply chain issues.

i. It was **RESOLVED** to enter the final JCT Contract with Neville's which now reflects the final agreed works, including approved value engineering, value £892,645 (NB excludes the kitchen amendments still to be determined) and two members of the council were granted approval to enter as a deed on behalf of the council.
ii. It was **RESOLVED** to approve the revised program and timescales (1/6/2020-9/10/2020). It was noted that clubs had been asked not to schedule matches/training at the site until 17/10/2020.
iii. It was noted that both clubs and PIE had attended site (socially distanced separate visits) and removed all their possessions. The parish council has arranged for the 12-yard skip, previously approved, to attend site 21-28/5/2020 and for a working party to attend site 23/5/2020 (social distancing and PPE to be applied).

d. **Insurance:**
It was noted that the JCT contract required the employer, ie the Parish Council, to put suitable joint names insurance into place. This has been requested from Came & Co (council's broker). It was **RESOLVED** to meet the associated cost (cost tbc).

4) Leisure Development on the Recreation Ground:

a. **Play Space:**
1. It was noted that the parish council was awaiting a revised start date and program from Huck Teck (postponed due to Covid-19).
2. Initial invoice remains unpaid as terms of JCT contract have not been met.

b. **Skate Park:**
Project currently on hold due to Covid-19 and associated implications on neighbouring developments.

5) Safer Public Places Covid-19 guidance for open/green spaces
Following consideration of the latest advice, it was noted that both the village green/recreation ground and local green space by The Crescent, had freely open access along at least one edge so users could access without needing to utilise gates or create pinch points. Hand washing facilities are not available at either site. Given the fast changing nature of the government guidelines, it was **RESOLVED** that no additional facilities were required and that the council would just issue updated information via our channels to advise residents to follow government guidelines and suggest they bring their own hand sanitiser.

There then followed a 5-minute break in the council meeting so attendees could participate in the 8pm Clap for Carers.

53/20 **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**

1) It was noted that the next staffing committee meeting was scheduled for 30/6/2020 therefore no report was due.

2) Home office allowance
It was **RESOLVED** to adopt the revised HMRC permitted home office allowance of £78 per quarter for both the parish clerk and assistant.

Charity Matters:

54/20 **PITSTONE PARISH CHARITY**

It was **RESOLVED** to note receipt of the draft charity minutes following the meeting held on 30/4/2020.

55/20 **PITSTONE RECREATION GROUND CHARITY**

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

Working Group Matters:

56/20 **YOUTH CAFÉ**

It was noted that there were no matters for discussion this month. Café likely to remain closed due to Covid-19 until at least September. Electrical equipment being PAT tested. Stock-check being undertaken by Café Manager and store reorganised. Activities posted online each Wednesday. Some information to email to Year 6 will be organised in June/July. Policies and contract to be reviewed in June/July. One long-standing volunteer resigned, and it was **RESOLVED** to send a formal thank you card.

57/20 **HIGHWAYS AND PATHS**

1) Tring Station - Cycle-path – No updates received from Hertfordshire County Council this month. However, London Northwestern Railway had published their draft "Tring Stations As Places Opportunity Prospectus" and it was **RESOLVED** to add this to the June agenda to provide time for councillors to consider.
2) HS2 Road Safety Fund - No response received from Buckinghamshire Council.
3) Government Footpath/Cycle path Funding arising from Covid-19
It was **RESOLVED** to write to HCC and BC to identify if this new funding stream could be accessed towards the Pitstone-Tring route and/or the Pitstone Safety Scheme. Other funding streams and programs anticipated in the coming months.

58/20 **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.

59/20 **COMMUNITY AND PUBLIC TRANSPORT**

1) Community Bus - Project progression on hold until post Covid-19.
2) Community Car Scheme – The Car Scheme Co-ordinator, Stephen Davies, provided council with an update. Bookings were starting to come back in, as hospital appointments were rescheduled. Some volunteer drivers unable to accept bookings at present. It was noted that Government had issued guidelines so that transport operators can put safety measures into place. Car Scheme specific guidelines had been formulated and issued to drivers & would be issued to any passenger requesting a trip. The parish council will need to provide volunteers with suitable PPE.

Other Matters:

60/20 **DEVOLVED SERVICES**

It was noted that there were no matters for discussion this month.

61/20 **CHILDREN'S COMPETITION**

No ideas put forward for 2020/21. Reconsider at next meeting. Could be a different activity each year.

62/20 **STREET LIGHTING**

It was noted that quotations for the next phase of the LED rollout would follow once the supplier has re-opened.

63/20 **POLICY AND DOCUMENT REVIEW**

1) It was **RESOLVED** to approve the updated policy on the use of the recreation ground / village green by regular hall hirers and the Chairman was duly authorised to sign on behalf of the council.
2) It was **RESOLVED** to adopt the updated Guide to Information Available Policy, including the related charges, and the Chairman was duly authorised to sign on behalf of the council.
3) It was noted that the council would normally re-confirm which information members were happy to receive electronically, but due to Covid-19 that all information was only being disseminated electronically unless an individual member requested a specific document to be printed and hand delivered.

64/20 **PPP**

It was noted that contributors had been asked to submit any revised arrangements for events etc in case these were being converted into virtual activities. It was also noted that the deadline for submissions for the next edition was coming up in approximately 6 weeks. If necessary, advertisers in the April edition would be provided with that edition free-of-charge and their advert would be carried over to the July edition.

65/20 **ANNUAL ASSEMBLY**

It was **RESOLVED** that council would still like to be able to hold a proper meeting for the public to attend during the course of the financial year if this becomes at all possible, due to the demographic of those that normally attend. Therefore, re-consider the situation next month.

66/20 **ITEMS RAISED BY THE PUBLIC**

It was noted that no matters had been raised by members of the public this month.

Financial Matters:

67/20 **ANNUAL REVIEW OF FINANCIAL AFFAIRS**

1) Direct Debits and Standing Orders
It was **RESOLVED** to continue with Direct Debits for:
a. utility provision (water (at allotments and pavilion), gas, electric and unmetered electricity)
b. financial services (NEST, credit card and bank charges)
c. software subscriptions (Sage accounting and payroll, Office 365, 1password)
d. telephony (Sipgate for clerk, assistant & Covid-19; Clicksend for car scheme)
It was noted that the council operates no Standing Orders.

2) Payments arising because of continuing contract, statutory duty, or obligation
It was **RESOLVED** to continue with the following contracts and payments:
a. employment matters eg staff contracts/payments, PAYE/NI, NEST
b. HMRC VAT
c. part-spent contracts for utilities
d. part-spent contract for street light maintenance
e. rolling contract with Groom Grounds Maintenance as ground keeping at pavilion
f. part-spent contract with Groom Grounds Maintenance re ground keeping at village green
g. part-spent contracts with Groom Grounds Maintenance and Ross Lawry Agricultural Services to fulfil devolved services
h. rolling agreement with J Leonard to move mVAS units
i. rolling agreement with R Haynes re bus shelter cleaning
j. use of Almar (Tring) Ltd to print PPP
k. reduced rate stationery supplies via Staples Advantage
l. part-spent contract with D Rollins to supply Youth Café Management services
m. part-spent contract with Buckinghamshire Council re dog bin emptying
n. part-spent contracts in relation to pavilion redevelopment and replacement of play space
o. free hire of laser printer requires toner to be ordered through Laserlife/Vitesse

p. use of Horwood & James solicitors
q. long term agreement re Came & Co re insurance
r. long term agreement with IAC re internal audit

3) Bank Account and Credit Cards plus associated terms/mandates
It was **RESOLVED** to continue with the existing banking arrangements:
a. Unity Trust current account. Main account. Electronic banking with the clerk raising payments and any two councillors individually approving online before payment released. Cheques optional, signed by two councillors.
b. Nat West current account. NatWest maintain at £10 balance. Cheques only. At least 2 councillors must sign cheque.
c. Nat West reserve account. Linked to Nat West current account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds reserves and accruals.
d. Nat West S106 reserve account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds S106 maintenance funds for Hever Close play area only.
e. Lloyds Bank multi-payment card through Unity Trust Bank. Direct debit in place to clear full balance at end of each month. Only the clerk to hold a card. Card to only be utilised for purchases where no invoice can be issued eg online shopping for refuse sacks.
f. Council currently holds no long-term investments or bonds.

4) BACS and Cheque Signatory Requirements
It was **RESOLVED** to approve the ongoing use of BACS. All payments are enacted by BACS whenever possible, with the Clerk only permitted to raise payments and two other councillors required to authorise online transactions before being processed by Unity. In exceptional circumstances payments can be issued by cheque eg Volunteer of the Year, requiring signature of cheque and counterfoil by 2 members of council.

5) General Power of Competence
It was noted that the necessary conditions were still met following the election in 2015 and therefore the General Power of Competence remains in force until the next election in 2021 (postponed from 2019 due to unitary council, then from 2020 due to Covid-19).

6) Allowances
It was noted that the council had resolved not to operate an allowance scheme for members or chair. Members are permitted to reclaim valid expenses upon receipt of a claim form and associated evidence/receipt. Normally reviewed after each election. It was **RESOLVED** that council wished to continue with this practice.

7) Assets and Land
Following the advice of the internal auditor, the asset register had been updated to reflect the advice that professional fees etc should be included as "assets under construction" for both the pavilion redevelopment and play space installation. Professional fees were also now included in the cost of the purchase of the leisure land. It was **RESOLVED** to accept the updated asset register as a true and accurate reflection of the land and assets held by the parish council.

8) Annual review of supplier banking details
It was noted that this had been undertaken last month. No further action required.

68/20 **AUDIT AND YEAR END FINANCIALS**

1) Year End
a. It was **RESOLVED** to note receipt, and approve, all year-end financial reports.
b. It was **RESOLVED** to note receipt of the draft Trustee Annual Report and Accounts for Pitstone Parish Charity and Pitstone Recreation Ground Charity. These would be approved by the respective Charities in due course. It was noted that the parish council, as sole trustee, would be able to reclaim the VAT and pass this to the Charity.
c. It was noted that the draft descriptive annual report and accounts for residents had been prepared and circulated and **RESOLVED** to include this on the June agenda for approval.

3) Internal Audit
a. It was **RESOLVED** to note receipt of the full suite of documents prepared for the internal audit.

b. It was noted that IAC had conducted the Internal Audit on 12 & 13/5/20 and a telephone meeting had taken place between the clerk & auditor on 14/5/2020.
c. Following consideration of the Annual Internal Audit Report for 2019/20 provided by the internal auditor, it was **RESOLVED** to note receipt of the report. No negative responses had been received that required addressing. This will be submitted to the External Auditor.
d. The observations provided by the internal auditor were considered. It was **RESOLVED**:
   i. To increase the volume of ledger codes utilised within Sage – ongoing throughout the year, codes were already in place.
   ii. To include professional fees and 'assets under construction' within the asset register (not just the physical asset once in place) – actioned, see minute 67/20.7 above.
   iii. To note the comment and further correspondence re the Exercise of Electors Rights in 2019 which had been marked as 'not covered' at the request of the External Auditor to Internal Auditors. The parish council obligations had all been fulfilled satisfactorily and the documentation remains available on our website.

4) Internal Control Review
a. It was noted that Council had undertaken an Internal Control Review and Annual Internal Audit in February 2020 with no matters arising.
b. Council conducted another Review of the Effectiveness of Internal Control & Annual Internal Audit, following consideration of the Internal Auditors report, updates highlighted in red, and **RESOLVED** to approve the updated document. It was noted that Joint Panel on Accountability & Governance (JPAG) Practitioners' Guide from March 2020 required the parish council to have a General Reserves Policy, which would be investigated and drafted.

5) The Annual Governance Statement
a. Having duly considered the above, council considered the questions laid before them within the Annual Governance Statement, Section 1 of the AGAR, and **RESOLVED** to enter a 'yes' response to all 9 questions.
b. It was **RESOLVED** to grant permission to the Chairman and Clerk to sign on behalf of the council.
c. This will be submitted to the External Auditor.

6) Accounting Statement for 2019/20 and Supporting Documents
a. It was **RESOLVED** to note receipt of the full suite of documents relating to the external audit.
b. Council considered the Accounting Statement for 2019/20, Section 2 of the AGAR, which had been signed and dated by the Responsible Financial Officer.
c. It was **RESOLVED** to approve the figures contained within the statement as an accurate record of the financial position of the council.
d. It was **RESOLVED** to grant permission to the Chairman to sign the Accounting Statement on behalf of the parish council.
e. Following consideration, it was **RESOLVED** to approve the associated year end Bank Reconciliation and permission was granted to the Chairman to sign on behalf of the Parish Council.
f. Following consideration, it was **RESOLVED** to approve the associated Reconciliation between Box 7 and Box 8 to convert the accounts from Receipts and Payments to Income and Expenditure. Permission was granted to the Chairman to sign on behalf of the Parish Council.
g. Following consideration, it was **RESOLVED** to approve the associated Explanation of Variances. Permission was granted to the Chairman to sign on behalf of the Parish Council.
h. It was noted that as income/expenditure had exceeded £200k that the parish council became liable for an intermediate audit and additional documentation relating to :
   - the preparation and review of the budget setting for 2020/21
   - any corrective actions taken to address the prior year 'except for' matters – no such matters arose for the prior year
   - full internal auditors report if they refer to one – no negative responses and separate report but will submit the observations

   also needed to be submitted to PKF Littlejohn.
i. It was noted that all the above documents will be submitted to the External Auditor electronically along with the completed Contact Details form.

7) Exercise of Public Rights
a. Following consideration of the requirements it was **RESOLVED** to confirm the period for the exercise of public rights for 2019/20 as 15/6/2020-24/7/2020.

b. It was **RESOLVED** that the required completed sections of the AGAR, the supporting papers, the 3-page notice and summary of rights would be posted to the website/Facebook/Twitter and noticeboards on 12/6/2020.

c. Following review, it was also **RESOLVED** that the parish 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. All information remains available on the website.

8) Cost of External Audit
It was **RESOLVED** to accept the anticipated costs of External Audit via PKF Littlejohn of £600 + VAT for intermediate limited assurance review.

69/20 **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, pavilion project summary and play space summary.
2) It was **RESOLVED** to make the payments and transfers outlined in the monthly financial summary. Two councillors were authorised to make the BACS authorisations.
3) The chairman was duly authorised to sign the documents on behalf of the council.

70/20 **INTERNAL CONTROLS**

The regular internal controls had been conducted electronically with no amendments requested or issues arising.

Reports and Reminders:

71/20 **OTHER REPORTS**

1) The mVAS reports for Marsworth Road and Westfield Road were noted. Vehicle volumes reduced due to Covid-19.
2) Quarterly review of website had been undertaken by assistant and updated by clerk.
3) Sport England Active Spaces data audited and updated.
4) The other reports were noted.

72/20 **REMINDERS**

The following reminders were noted:

- Parish Council meetings: 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, 29/4/21, 20/5/21
- Sports and Leisure Committee meetings: 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, 8/4/21, 13/5/21
- Staffing Committee: 30/6/20.
- Annual volunteer event: draft date 21/1/21.
- PPP Publication dates: January, April, July, and October.
- Election now May 2021. Annual meeting of the council now May 2021.
- Play around the Parishes booked for 10-12 on Fri 31/7/20 and 2-4 on 11/8/20 – tbc due to Covid-19.
- Roman James Memorial Fun Day 30/8/2020 – cancelled due to Covid-19.
- BALC Exec/Parish Liaison Meeting : 29/7/20, 21/10/20, AGM 20/11/20 – Cllr Saintey attending.

73/20 **DATE OF NEXT MEETING**

The next meeting of the Parish Council is scheduled for 25/6/20. It was noted that the following would appear on the June agenda:

- Annual review of equal opportunities policy
- Annual review of play policy & risk/benefit assessments
- Annual review of mVAS procedures and manual
- Annual consideration of review of Pitstone guide
- Annual review of youth café contract
- Annual review of youth café policies and risk assessment
- PPP submissions for July edition
- Annual review of allotment charges

No further agenda items were requested.

74/20 **CLOSURE OF MEETING**: There being no further business to be transacted, the Chairman closed the meeting at 8.50pm.

Signed: Don Nins Date: 27/6/2020

Chairman