

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 24 March 2016  
in the Meeting Room at the Memorial Hall, starting at 7.30pm and  
concluding at 8.40pm

---

## 174/15 ATTENDANCE AND APOLOGIES

**COUNCIL PRESENT:** Cllr Saintey (Chairman), Cllr Nicholls (Vice Chairman), Cllr Blunt, Cllr Mrs Groom, Cllr Mrs Arney, Cllr Mrs Crutchfield and Cllr Weber.  
Clerk: Laurie Eagling.

**OTHERS PRESENT:** NDP Chairman Tony Clare (briefly). Cllr Robin McCarthy of Aldbury Parish Council. Mrs Hawkins, Mr Hawkins & Miss Hawkins residents. Paolo Aquila (Senior FC).

**APOLOGIES:** Cllr Starling (holiday), Cllr Matthey (work commitment) and Cllr Mrs Stack (unwell). District Councillors Derek Town and Sandra Jenkins.

## 175/15 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled by the members of the public.

## 176/15 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Cllrs declared no additional interests apart from those regularly declared at each meeting ie:

- Cllr Blunt declares an interest as Chair of Governors for Brookmead School for which a dispensation to discuss, but not vote exists.
- Cllr Groom declares a pecuniary interest as relative to A J Groom & Son Ltd, and therefore did not take part in the debate relating to groundwork at either site.
- All councillors declare a standing interest in the actions of the Recreation Ground Charity and Pitstone Parish Charity as the council as a corporate body is trustee of both.
- Cllr Matthey, whilst not present, has a standing declaration as the parish council's representative on the Memorial Hall Committee, for which a dispensation to discuss, but not to vote, exists.
- Cllr Saintey declares a standing declaration as a member of the National Trust Ashridge Committee.
- Cllr Crutchfield declared interest as one of the parish council's representatives on the Pitstone Allotment Association Committee, and Cllr Saintey is an allotment tenant, for which a dispensation to discuss, but not vote exists.

## 177/15 MINUTES OF THE MEETING held on 25/2/16

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council meeting held on 25 February 2016 were a true and accurate record of the proceedings. The Chairman was authorised to sign the council minutes on behalf of the council.

## 178/15 CLERK'S REPORT

The council does not provide full updates to ongoing matters where there are no actions required at each council meeting, but updates by exception. No resolutions or decisions are passed on matters under this update section. To keep residents fully informed, the full list of ongoing matters detailed below, was noted:

- 1) Northfield Road Cycle/Pedestrian Path: Herts County Council (HCC) have previously advised that the feasibility study had identified a likely cost of £600k to deliver the foot/cycle path, with potentially another £100k needed as a contingency. £115,716.65 S106 funding provided by Taylor Wimpey via Bucks County Council and approximately £35k S106 funding provided from another development in Tring, bringing the total provision at present to approximately £150k. HCC will speak to all layers of government & other bodies to identify other potential funding sources eg their locality funding, highways budget, SUSTRANS, cycling bodies, Network Rail etc. Other options include further S106 contributions (nominated by BCC or HCC) or New Homes Bonus. In the meantime, HCC are approaching the two landowners by the pinch points and investigating alternative engineering solutions. Still very keen. Will keep the parish council advised of anyway we can assist or progress. ETA 2018/19.

- 2) Castlemead Issues: Steve Essam at Transport for Bucks in charge of negotiating highways handover with Taylor Wimpey. Adam Brown at TDS arranging another site visit and compilation of remedial works list.
- 3) Castlemead Lighting: Requirements for Phase V, and Phases I-V, submitted. Daniel Hadaway of JLES Group handling Phase V. TDS responsible for Phases I-IV. BCC advise that adoption can't take place until post Westfield Road adoption. BCC to adopt Westfield Road and industrial estate lighting in due course.
- 4) Castlemead Post Box: Installed and operational.
- 5) Castlemead Public Open Space Phase III: work continues between AVDC and Taylor Wimpey to bring the Phase III open space (from Castle Close to Dover Close) up to acceptable adoptable standard.
- 6) Leisure Land by the Recreation Ground, including Skate Park and Play Space: No action can be taken by the Parish Council at this point. Parish Charity is unable to negotiate until such time as planning permission has been granted & therefore sale of the PDA has completed.
- 7) First Time Sewerage for end of Cheddington Road – AW advised local residents that this work has slipped from 2017 to 2019/2020 due to other priority works being identified.
- 8) Rushendon Furlong S106: AVDC previously published details of the legal agreement for 40 dwellings provides 35% affordable housing (6 x 1 bedroom flats & 4 x 2 bedroom flats for rent plus 2 x 2 bedroom and 2 x 3 bedroom houses for shared ownership), £230,793k senior school education contribution (index linked), amenity land, £40,000 public transport contribution (index linked) with £30k to be spent on 2 x real time information display panels and 2 x bus shelters plus £10k spent on "the provision of a sustainable community transport and dial-a-ride service", a travel plan to encourage residents of the scheme to utilise sustainable transport & £5k (index linked) for BCC to monitor the travel plan, index linked sport & leisure contribution based on profile of houses and taking into account any on site provision. David Rowley at AVDC advised that if the land changes ownership, that the above S106 negotiated with Ryden Homes will remain valid and transfer to the new developer.
- 9) Pending path & highway remedial works – Paths: Vicarage Road proposed to be widened and relayed by Vicarage Road development. Highways: The Crescent, mid-section of Yardley, Marsworth Rd up to Ivinghoe hope to go on resurfacing list for 2016/17. Queen St by shop; Rushendon Furlong pot hole (40004448), potholes Westfield Road (46014643 and 46014644). Bus box at Rushendon Furlong junction to be considered as part of resurfacing.
- 10) Hedge Extension: on the recreation ground to be carried out by the Cricket Club
- 11) MVAS: mVAS annual service should have taken place on 22/2/16 but was delayed by SWARCO. Re-arranging.
- 12) Replacement Sorbus Magestica: voluntarily planted by Cllr Saintey with the voluntary assistance of the ground-keeper. Thanks to both.
- 13) Tree works: Tim Wilson undertaken a number of the works and will be returning to complete the agreed schedule and remove the felled timber once the weather has improved and the ground dried out as it is currently too boggy for his vehicles to get access.
- 14) Play Space Planning Application: submitted and validated by AVDC. Determination deadline 19/4/16. No comments on AVDC planning portal.
- 15) Pitstone to Marsworth Footpath: Allan Purchase advises that the final report will not be available until mid to end April. Work is being carried out to determine ecology implications re removal of hedgerow and mitigation measures that will be required in case this adds to the cost. The two parish councils wish to submit a New Homes Bonus bid in July. Allan advises that other path schemes are also hoping to submit to the same NHB funding round. Bob Kennedy advised that NHB specifically excluded street lighting and therefore BCC were advised not to pursue this additional element of the report (previously requested by Marsworth PC).
- 16) Ben Hamilton Baillie Presentation 6.30pm 10 May 2016: Ivinghoe parish council agreed to the proposals for a joint presentation. Room & set up booked. Leaflet distribution arranged alongside the annual assembly agenda distribution & via school book bags. Agreement obtained from the two surgeries, school and library to display hard copies of the two reports post the event. BHB confirmed attendance. Banner and leaflet artwork being prepared. It was agreed to release the report to Brookmead governors and Marsworth Road developers.
- 17) Parish Map: map board copies currently with the Almar for printing and encapsulation
- 18) Youth Café: AVYFC volunteers meeting took place. Positive meeting. Discussed range of additional activities for girls, open mic sessions, and increased focus on instruments/guitars/drums, compiling a program that can be published in advance. Applying for grant funding for sports equipment. Holding meetings monthly, next 20/4/16. AVYFC will attend a session with year 6 pupils to publicise the youth café and they will be offered 3-4 taster sessions at the end of term. Volunteers short every week after Easter. No new volunteers have come forward as result of appeal so far, which is

a concern, now considering alternative recruitment campaign. AVYFC not yet set up separate charity. AVYFC to review DBS. Subscription to increase to £2 in Sept.

- 19) Noticeboard renovation: in progress with Adobe Solutions
- 20) Recreation Ground Charity: progress continues with ground-keeper and clubs etc. A J Groom invoice submitted for £3,000 + VAT (less than council approved at the last meeting). BACS payment raised, as grant for Recreation Ground Charity to pay the invoice from A J Groom. Next charity meeting to discuss alternative means of fundraising. Bank account paperwork circulating amongst councillors.

## 179/15 **CORRESPONDENCE**

The correspondence received this month (listed below) was noted.

### Aylesbury Vale District Council

- Planning notifications – circulated and posted electronically
- Update to register of electors – circulated electronically
- NDP Referendum Count details – circulated electronically to applicable members
- Invitation for Chairman to attend civic ceremony – passed to Chairman
- Notification re error in Vale Times – circulated electronically
- Green Belt Assessment – circulated electronically
- Result of Referendum – circulated electronically
- Responses to VALP consultation have been published electronically – circulated electronically

### Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate
- My Bucks e:newsletter – circulated electronically
- Info on 'Together, we can tackle child abuse' campaign – circulated and posted electronically plus passed to PPP editor
- Reminder re LAF consultation – circulated electronically
- Notification of bus service changes from 1 May 2016 – circulated and posted electronically
- Prevention Matters e:newsletters – circulated electronically

### Other

- Thames Valley Police neighbourhood alerts, updates & newsletters – circulated & posted (where appropriate) electronically
- Rural Services Network e:newsletters & updates etc – circulated electronically
- Green Grants e:newsletters & updates – circulated electronically
- Charity Commission e:updates and newsletters – circulated electronically
- Buckinghamshire Business First e:newsletters – circulated electronically
- Chiltern Society e:newsletters, e:magazine & emails – circulated electronically
- Fields in Trust e:newsletters – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Public Sector Today e:newsletters – circulated electronically
- Aylesbury Town Centre events posters – passed to notice-board manager
- Clerks & Councils Direct Issue 104 – for circulation
- BVCL Library Lunch 23/3/16 – circulated & posted electronically
- Ivinghoe Old School Hub e:newsletters – circulated electronically
- Notification from Haddenham that AVDC withdrawn from defending their NDP – circulated electronically
- Parish Online e:newsletters – circulated electronically
- Ivinghoe Hub e:newsletters – circulated electronically
- J DeSelincourt email re local filming – circulated electronically
- Unity Trust Bank e:newsletter – circulated electronically
- HCC Minerals & Waste Call for Sites – circulated electronically
- Ivinghoe Parish Council change of clerk details – circulated electronically
- Came & Co re Queens birthday – circulated electronically
- Locality NDP Information – circulated electronically
- HMRC tax code notices – retained for use
- Correspondence re Pitstone Hill car park barrier – passed to National Trust
- Luton Airport Update from Rachel Webb – circulated electronically
- Norfolk China commemorative mug options for Queen's 90<sup>th</sup> birthday – circulated electronically
- Tower Mint commemorative medal options for Queen's 90<sup>th</sup> birthday – circulated electronically

- My Community NDP Network Event – circulated electronically
- Info re clerk vacancy at Hanslope – circulated electronically
- Chiltern Society Magazine – for circulation
- Local Councils Update Issue 193 – for circulation
- The Clerk magazine Vol 47 – for circulation
- Info re Mark Harrod leaving Mark Harrod Ltd – circulated electronically
- Info from Aldbury parish council re park & ride scheme – circulated electronically
- Donation request from Magpas Helimed air ambulance – for circulation
- Poll comparison information – circulated electronically
- Planning for climate change conference event – circulated electronically for councillors to respond if they wished to attend
- BALC various training opportunities – circulated electronically for councillors to respond if they wished to attend
- Canal and River Trust South East Waterway Spring Forum invitation – circulated electronically for councillors to respond if they wished to attend
- Aldbury parish council response to West Midlands Rail Consultation – circulated electronically
- Letter from a gentleman in Suffolk working on a project re WW2 searchlights – actioning
- Alzheimer's Society newsletter articles – passed to PPP editor for consideration
- Ordnance Survey mapping update – circulated electronically
- Complaint from resident in Yardley Avenue re parking and traffic speeds – asked TVP to investigate and spoke to BCC. Responded to resident. Article in PPP. TVP advise several roads in Castlemead with same problem.
- Complaints from residents re fly-posting & leaflets – issue resolved and posters removed.
- Chiltern Conservation Board emails: circulated electronically
- AVALC minutes – circulated electronically
- AVALC donation request – circulated electronically. Will add to April agenda.
- Information re Local Plans Report submitted to government – circulated electronically.
- Bucks Herald article on satisfaction with local surgeries – circulated electronically
- Met Office warnings – circulated electronically
- Theatre in the Villages information – circulated electronically. Cllr Starling would like Pitstone to consider. Enquiry if Cllr Starling can attend the promoters evening on behalf of council.
- Unity Trust bank e:newsletter – circulated electronically

180/15 **PITSTONE DEVELOPMENT AREA (PDA)**  
Progress continues.

181/15 **SPORTS AND LEISURE COMMITTEE – CLLR MRS GROOM, MEMBER OF THE COMMITTEE**

- 1) The draft minutes of the Sports & Leisure Committee meeting held on 14/3/16 were noted. The following matters concerning redevelopment of the site had been referred to full council for consideration:
  - 1.1 It was **RESOLVED** that the Parish Council would renovate both pitches at the pavilion site as this was required whether the pitch was extended or not (£3,500 + VAT; budget for groundwork £12k during 16/17)
  - 1.2 It was **RESOLVED** that the Parish Council would arrange a separate meeting to look at the proposals submitted by the Senior FC. They hoped to obtain 70% funding from the Football Foundation. It was **RESOLVED** to delegate authority to the Sports and Leisure Committee to approve items.
  - 1.3 AVDC Commercial had declined to procure pavilion building amendments on behalf of PPC but were arranging a meeting with the Parish Council to provide some guidance.
  - 1.4 The significant levels of community support in other New Homes Bonus applications was noted.
- 2) Other matters for debate/approval:
  - 2.1 Remedial Works  
It was **RESOLVED** to meet the cost of the following remedial works this period: replace fallen fence panels (2 quotes in the region of £700, contract with J Groom for estimated of £350). No additional works required to other assets.

- 2.2 It was **RESOLVED** to transfer £474.50 of subscription fees to Pitstone Allotment Association (collected on behalf of PAA from tenants with rent) to PAA. It was noted that all tenancy fees were due by 25/3/16.

## 182/15 **PLANNING – CLLR CRUTCHFIELD, CHAIR OF THE PLANNING COMMITTEE**

- 1) Applications discussed
  - 1.1 **16/00682/APP, Recreation Ground playground** – relocation and replacement of existing playground comprising play equipment up to 5.6m in height on the Recreation Ground Marsworth Rd/Vicarage Road (re-application for existing proposed play space as AVDC no longer offer option to extend time). PPC is the applicant. It was **RESOLVED** to advise AVDC that we were the applicant and therefore obviously in support of our own application.
- 2) Applications for Planning Committee meeting 11 April 2016 (notification for information only at present)
  - 2.1 **16/00904/AOP, Pitstone Orchards, Marsworth Road** - outline application with access to be considered and all other matters reserved for the erection of a farmhouse on land to the rear of Pitstone Orchards, Marsworth Road, Pitstone
  - 2.2 **Pre-Application notification from Croudace Homes re Rushendon Furlong**
  - 2.3 **16/01045/APP & 16/01046/APP, 17 Church Road** – single storey rear extension. Demolition of front outhouse, reconstruction of single storey front extension and canopy plus erection of outbuilding to frontage.
- 3) Decisions
  - 3.1 **16/00185/APP, 3 The Pightle** - Change of use of internal garage to habitable room: AVDC approved (PPC submitted no objections)

## 183/15 **OTHER ISSUES**

- 1) Neighbourhood Development Plan
  - 1.1 It was noted that the NDP Referendum had generated a response of 97% of those voting being in favour of AVDC adopting the NDP. This is the second highest level achieved within AVDC. AVDC will now 'make' the plan (eta 2-3 weeks) and notify Pitstone PC of the necessary consultation arising.
  - 1.2 It was **RESOLVED** to approve post event marketing involving posters for the notice-boards (printed in house), article in PPP, article on the rear of the Annual Assembly agenda, information via electronic mediums. The over stickers on the banners will remain in place for one week.
  - 1.3 It was **RESOLVED** to purchase thank you cards for all members of the NDP Steering Group for presentation at the Pitstone Annual Assembly (estimated £30).
  - 1.4 It was noted that some of the Locality grant (estimated £1k) will remain un-used and will therefore need to be returned to Groundforce UK before the end of the financial year to comply with the terms of the grant, and **RESOLVED** to carry out the necessary transfer.
- 2) Bucks County Council land by The Crescent

It was **RESOLVED** to re-approach Bucks County Council regarding renewal of the lease after AVDC have officially 'made' the NDP.
- 3) Queen's 90<sup>th</sup> Birthday Commemorative Tree

It was **RESOLVED** to plan a Malus John Downie Crab Apple tree by the commemorative Oak tree close to the Hever Close play area. It was **RESOLVED** that the clerk would approach Taylor Wimpey and AVDC for permission.
- 4) Auto Enrolment Pension / NEST

It was **RESOLVED** to approve the associated direct debit mandate. Online account created. Initial letter explaining implications being issued to employees with their payslips.
- 5) Tring Station
  - 5.1 Robin McCarthy and Cllr Weber provided feedback from the Cross County meeting.
  - 5.2 The parish council's response to the West Midlands Rail consultation had been submitted as per last month's resolution. A copy had been provided to Aldbury.
  - 5.3 The initial results of the Pitstone parish council survey were considered. Further analysis will be conducted during the month and reported to the next meeting.

- 6) Vandalised Glebe Close noticeboard  
It was **RESOLVED** to accept the cost of repair for the vandalised board. Work commissioned with Abode Solutions.
- 7) Best Kept Village Competition  
It was **RESOLVED** to enter the competition again this year (£20).
- 8) Annual Assembly (17 May 2016)  
It was noted that the room & set up had been booked with Pitstone Memorial Hall and refreshments booked with S Gregory. It was **RESOLVED** to pay an additional £70 to J Graves to deliver the second leaflet (BHB and AA). The final agenda was confirmed and the Chairman granted authority to sign. The councillors agreed who would present what information and the clerk urged councillors to notify the clerk with plenty of notice if they required any assistance with materials.
- 9) Pitstone Parish Post  
The submission for the next edition was approved with no requests for additional items.
- 10) Clerk SCP Grade Increase and Year End Payroll  
It was noted that the Clerk's contract allowed for one incremental grade increase with effect from 1 April annually. It was **RESOLVED** to honour this increase in light of the good appraisal, 43p per hour (SCP32 £14.514 to SCP33 £14.941ph).  
  
It was noted that the year-end payroll and last payment indicator had been submitted to HMRC. Software for the new financial year available 6/4/16 from HMRC and therefore P60s, P11Ds and new tax codes could be implemented during April.
- 11) Devolved Services  
No work had been carried out in the last quarter. No items were identified for commission.

#### 184/15 **FINANCIAL ISSUES**

- 1) Chairman's Expenses  
It was noted that the Chairman was not claiming any expenses for 2015/16.
- 2) Financial Position & Payments  
The council **RESOLVED** to make the payments outlined in the March Financial Summary. Two councillors undertook to authorise the transactions for BACS transfer and initialled the corresponding paperwork. The bank reconciliation, creditor/debtor information, receipts and payments were noted. The Chairman initialled the payments sheets.
- 3) Budget Monitor to Close of the Year  
To be circulated at the start of April.
- 4) Internal Controls  
The regular internal controls had been conducted with no amendments requested or issues arising.
- 5) Accounting Training  
It was noted that the Clerk had booked accounting training for the new Income and Expenditure system on Good Friday morning.

#### 185/15 **REPORTS**

- 1) BT delayed fibre installation to cabinet 9/Castlemead by a further year to March 2017.
- 2) Cllr Saintey provided feedback from the AVALC meeting on 1/3/16.
- 3) The clerk provided feedback from the SLCC branch meeting on 16/3/16.
- 4) The clerk provided feedback on the HMRC year-end webinar training on 14/3/16.
- 5) The mVAS data from Cheddington Road was considered and noted.
- 6) Cllr Groom provided feedback on the Rural Housing Exception Scheme meeting with Jean Fox.
- 7) The council **RESOLVED** to trial holding the council meetings in the Millennium Room so that the Zone spinning bicycles didn't need to be relocated into the Millennium Room and back again each month.
- 8) It was noted that the knocked-down signage on the Cheddington Road roundabout had been reported to TfB (40014955).

**186/15 THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 28/4/16, 26/5/16, 30/6/15, 28/7/15, 25/8/16 (moved from 1/9/16), 29/9/16, 20/10/16, 24/11/16, 5/1/17
- Sports and Leisure Committee meetings: 11/4/16, 9/5/16, 13/6/16, 11/7/16, 8/8/16, 12/9/16, 10/10/16, 7/11/16, 12/12/16.
- PPP Publication dates: January, April, July, and October.
- AVALC (Aylesbury Vale Association of Local Councils) 7/6/16, 6/9/16, 28/10/16 – Cllr Saintey attending
- Party in the Park 16 July 2016
- Queen's 90<sup>th</sup> Birthday: 21 April 2016
- Internal Audit Fri 13/5/16
- Cheddington railway bridge closed from mid February for 9 weeks
- Play around the Parishes 1 August 10-12 noon and 19 August 2-4pm (different weeks to Cheddington). Cheddington 28/7 pm & 24/8 10-12.
- Annual Playground Inspections by Wicksteed – booked for 30/4/16

**187/15 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 28 April 2016. The following items were requested/notified as being on the agenda:

- Martin Newman, Chair of Pitstone Memorial Hall Charity, wishes to attend and speak with the council.
- End of Year draft reporting and balance transfers
- Quarterly grant considerations
- NAG meeting
- Result of playground inspections

**188/15 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman then closed the meeting at 8.40pm.

Signed: \_\_\_\_\_  
Chairman

Date: 28 April 2016