

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held on 26 May 2016
in the Millennium Room at the Memorial Hall, starting at 7.40pm and
concluding at 10pm

17/16 ELECTION OF CHAIR AND VICE CHAIR

- 1) There being no other nominations, Councillor Robert Saintey was duly elected as Chairman for Pitstone Parish Council. Cllr Saintey signed a Declaration of Acceptance of Office for the post of Chairman.
- 2) There being no other nominations, Councillor David Nicholls was duly elected as Vice Chairman for Pitstone Parish Council.

18/16 ATTENDANCE AND APOLOGIES

Council present: Cllr Saintey (Chairman), Cllr Blunt, Cllr Mrs Arney, Cllr Mrs Stack, Cllr Mrs Groom, Cllr Mrs Crutchfield, Cllr Weber, Cllr Starling and Cllr Matthey. (All present throughout) Clerk: Laurie Eagling.

Others present: Cllr Robin McCarthy of Aldbury Parish Council (departed post the item on access to Tring station)

Apologies: It was **RESOLVED** to accept apologies from Cllr Nicholls (Vice Chairman) due to a work commitment.

19/16 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

It was felt that the music from the spinning class next door was too loud and disturbing the meeting, therefore a councillor requested that the volume be turned down.
A question was raised regarding ownership of a tree, but the tree in question falls within the private ownership of a resident and not the parish council.
No questions tendered by the members of the public.

20/16 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

- 1) On matters to be considered at the meeting:
 - All councillors declared a standing interest in the charity actions as the council as a corporate body is trustee of the Recreation Ground Charity and Pitstone Parish Charity.
 - Cllr Blunt declared a standing interest as Chair of Governors for Brookmead School.
 - Cllr Groom declared a pecuniary interest in A J Groom & Sons.
 - Cllrs Crutchfield, Stack and Saintey declared interests in the allotments (all 3 hold plots and the former two are members of the Pitstone Allotment Association)
 - Cllrs Matthey & Starling declared interests in Pitstone Memorial Hall (as they act as Trustees to the charity)
 - Cllr Saintey declared an interest at a member of the National Trust Ashridge Estate committee

- 2) Standing dispensations for the forthcoming year:

Council reviewed the existing standing dispensations and **RESOLVED** that they should continue unchanged:

- Where there is an interest common to the majority of inhabitants of the parish (eg if HS2 comes through the village)
- Where an interest is so remote that it is not likely to prejudice an individual's judgement of the public interest
- When setting the council tax/precept (otherwise no members would be able to vote)
- Interests arising from posts within the authority
- Interests arising from membership of a body to which the authority has appointed or proposes to appoint the councillor

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council meeting held on 28 April 2016 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

22/16 **CLERK'S REPORT**

The following updates to matters arising were 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 now undertaken topographic survey, so can include those issues within the cost. They hope to commence negotiations with the landowners shortly. Once all costs known, 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. In discussion with both HCC and BCC. Still very keen. Will keep the parish council advised of anyway we can assist or progress. ETA 2018/19. Will update again in November.
- 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. BCC advise that adoption can't take place until post Westfield Road adoption (of which there has been no progress). BCC to adopt Westfield Road and industrial estate lighting in due course.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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, sport & leisure contribution now confirmed as £137,217.
- 8) Vicarage Road S106: AVDC published details of the legal agreement for 68 dwellings provides public open space (POS) and LEAP (local equipped area of play) to be provided & certified prior to 50% of dwellings constructed; should the developer wish to approach the district/parish council re adoption of POS a commuted sum of £58,800 per hectare would be payable for future maintenance; should the developer wish to approach the district/parish council re adoption of LEAP & footpaths a commuted sum equivalent to the Schedule of Rates in the Good Practice Good (index linked) would be payable; the owners shall pay any stamp duty land tax & reasonable costs associated with the transfer detailed above; should the developer wish to transfer responsibility to a management company or AVDC/PPC the agreement must be in place prior to occupation of the 51% property; off-site Sports & Leisure Contribution payable based upon final mix of properties to be utilised at pavilion/recreation ground sites; Education Contribution payable based upon final mix of properties (50% prior to 1st occupation and 50% prior to 20th) to be spent solely on 1st form entry expansion of new secondary school on land east of Aylesbury, Broughton Crossing; plus £22,500 payable prior to commencement of development to fund Real Time Passenger Information (RTPI) at 2 bus stops by Recreation Ground.
- 9) Pending path & highway remedial works – Paths: Vicarage Road proposed to be widened and relayed by Vicarage Road development. Broken path near Cheddington Road flats (40016584) TfB determined not bad enough to fix. 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 (road & curb stones, re-reported April 2016); Rushendon Furlong pot hole (40004448), potholes Westfield Road (46014643 and 46014644) (also reported all pot holes in Westfield Road to Taylor Wimpey, TDS & BCC). Bus box at Rushendon Furlong junction to be considered as part of resurfacing, roundabout knock-down signs (40014955).

- 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) Tree works: Tim Wilson still has outstanding work. Remaining items: aerial survey of oak, assessment of decay at base of false acacia and removal of felled wood from allotment site.
- 13) Pitstone to Marsworth Footpath: Allan Purchase has advised that they now have quotations to carry out the ecology survey required to support the work & will shortly be commissioning this study. The final report should be available by the end of May. The two parish councils need to submit their New Homes Bonus Grant Application by 29 July at the latest.
- 14) Queen's 90th birthday commemorative tree: AVDC and TW granted permission for the crab apple to be located in the open area near the Hever Close playground. Tree has to be planted bare rooted to ensure best chance of survival and is therefore not available until November.
- 15) Auto Enrolment Pension Liabilities: initial letters to employees issued last month. Going through the process of creating the pension scheme with NEST and importing into Sage Payroll. No further action required at present. NEST scheme created. Sage Payroll link to NEST created. Agenda item next month re change to payroll payment dates.
- 16) Best Kept Village: application submitted. Posters displayed on noticeboards. Electronic posts to web site, Facebook and Twitter. Notifications sent to litter pickers and grass cutting contractor. Judging between 6 June and 8 July.
- 17) Annual Tree Risk Assessment: commissioned with J Lowe. Results not yet available.
- 18) Daffodils: resident would like to progress in the autumn.
- 19) Pavilion Fire Equipment Service: carried out 16/5/16. Ardenoak advise that the equipment will be at the end of its life next year and require replacement (anticipated cost £150).
- 20) Electronic Update of Pitstone Guide: pending
- 21) BCC Devolved Services: no visibility of funding for 4th year provided to the parish council
- 22) BCC Land at The Crescent: no response from Bucks County Council or Carter Jonas
- 23) Open access football goal: letter distributed to Hever Close residents. No feedback received. Goal ordered with Mark Harrod, to be delivered to clerks address. J Groom will collect and install. Expected delivery within next 2 weeks.

23/16 **CODE OF CONDUCT**

Council reviewed the Code of Code. A minor amendment was requested and it was **RESOLVED** to adopt the amended document for the forthcoming year. The Chair was duly authorised to sign on behalf of the council.

24/16 **STANDING ORDERS**

Council reviewed the updated Standing Orders. It was requested that the Orders include an additional point to record the precise parts of a meeting that a councillor was in attendance for should they not be present throughout. It was **RESOLVED** to adopt the Standing Orders with this amendment and the Chair was duly authorised to sign on behalf of the council.

25/16 **COMMITTEE STRUCTURE AND APPOINTMENTS**

1) Committee and Working Group Structure

It was **RESOLVED** to continue with the following committees: planning, sports & leisure, staffing, Pitstone Recreation Ground Charity and Pitstone Parish Charity. Legally a committee should comprise of at least three members. Committee meetings must be advertised and open to the public and provide 3 clear days' notice.

It was **RESOLVED** to continue with the following working groups: PDA, highways, housing and youth café. Working groups are less formal but only have the ability to research items then advise the council and not make their own resolutions.

2) Committee and Working Group Appointments

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

- a) **Planning Committee**
Chair = Cllr Mrs Crutchfield. Other members: Cllr Blunt, Cllr Starling and Cllr Nicholls (Cllr Mrs Groom stepped down). Cllrs Stack and Arney may be able to attend if the planning committee meeting is immediately prior to council meeting.
 - b) **Sports and Leisure Committee**
Chair = Cllr Mrs Groom. Other members: Cllr Blunt, Cllr Weber, Cllr Saintey and Cllr Crutchfield (new member).
 - c) **Staffing/Employment Committee**
Chair = Cllr Blunt. Other members: Cllr Starling and Cllr Saintey.
 - d) **Pitstone Recreation Ground Charity Committee**
Chair = Cllr Matthey. Other members: Cllr Stack and Cllr Starling.
 - e) **Pitstone Parish Charity Committee**
Chair = Cllr Nicholls. Other members: Cllr Matthey and Cllr Mrs Arney.
 - f) **Pitstone Development Area Working Party**
Members: Cllr Saintey, Cllr Blunt and Cllr Weber.
 - g) **Ben Hamilton-Baillie / Highways / Footpaths Working Party**
Members: Cllr Groom, Cllr Weber and Cllr Arney.
 - h) **Affordable Housing for Local Residents Working Party**
Members: Cllr Groom, Cllr Saintey and Cllr Weber (new member)
 - i) **Youth Café Working Party/Representatives**
Members: Cllrs Saintey, Nicholls and Blunt call into the café on a rotational basis every 2 weeks along with Mr B Richardson who continues to volunteer on behalf of the café. Cllr Saintey or the Clerk will try to attend volunteer meetings.
- 3) Other appointments
- a) **Pitstone Hill & Trees** – Cllr Mrs Stack and Cllr Mrs Arney
 - b) **Ecological Issues/Chiltern Conservation Board** – Cllr Weber and Cllr Mrs Arney
 - c) **Memorial Hall Charity** - Cllr Matthey as the Parish Council representative and Cllr Starling has now joined as a trustee
 - d) **Allotment Officers** – Cllr Mrs Crutchfield and Cllr Mrs Stack
 - e) **Noticeboard Manager** – Cllr Mrs Arney
 - f) **Web Site** – Cllr Nicholls
 - g) **Waste & Minerals** – Cllr Blunt
 - h) **Pitstone Church Committee** – Cllr Mrs Stack
 - i) **Local Area Forum** – Currently any three from Cllr Blunt, Cllr Saintey, Cllr Mrs Stack and Cllr Mrs Crutchfield
 - j) **Local Area Forum Traffic Calming Sub Group** – Cllr Saintey and Cllr Mrs Crutchfield
 - k) **Street Lighting** – Currently managed between local volunteer and the clerk
 - l) **Public Transport** – Cllr Mrs Arney
 - m) **Community Self Help Plan** – Cllr Mrs Stack
 - n) **Play Space & Asset Inspection** – the clerk

26/16 **TERMS OF REFERENCE AND DELEGATION ARRANGEMENTS**

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

1) Planning Committee

This Committee may potentially be required to meet twice per month, depending upon the number and timing of applications issued to the Parish Council for consultation. The committee has delegated power to determine standard applications (eg extensions) and advise AVDC on the outcome of their decision on behalf of the Parish Council. For applications of 5+ developments or where development may be contentious or at the discretion of the AVDC Planning Committee, that full council would be summoned to attend the meeting. Meetings must be open to the public and advertised in the same manner as a council meeting. The committee has no delegated spending power.

2) Sports and Leisure Committee

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 etc. The Committee has delegated power to manage all day-to-day decisions, taking

advice from external representatives on the committee as necessary. The committee has delegated power to spend up to £500 per item expenditure power to cover repairs and other general costs.

All items of major expenditure or decisions of a strategic nature (such as redevelopment of the pavilion site) would require a written referral back to full council for consideration and approval.

Meetings must be open to the public and advertised in the same manner as a council meeting.

3) Staffing/Employment Committee

To be convened when necessary. Meetings must be advertised in the same manner as a council meeting but public may be excluded for privacy reasons. The committee has no delegated spending power. Final decision on appointments should be referred to full council for approval.

4) Pitstone Recreation Ground Charity Committee

The parish council as a corporate body is trustee to this charity. To preserve integrity, council manages the affairs of the charity via a committee. The committee has delegated power to make day-to-day decisions. Charity meetings do not need to be open to the public and only trustees should attend. The charity has delegated authority to incur expenditure on maintenance etc within the annual grant of funds. Decisions of a strategic nature or items of expenditure that will take the Charity over the previously agreed budget must be referred to full council.

5) Pitstone Parish Charity Committee

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

6) Delegation Arrangements

- a. The clerk has delegated power to incur expenditure on office stationery, equipment, sundries, commodities (eg sacks for litter pickers) 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.
- b. The pavilion cleaner and litter pickers have delegated authority to incur minimum expenditure on cleaning materials, sundries, replacement gloves etc.

7) Delegated Power

The council has accepted devolved powers from BCC to undertake grass verge maintenance, right of way maintenance and minor works.

27/16 **CORRESPONDENCE**

The following correspondence received this month was discussed and noted.

Aylesbury Vale District Council

- Planning notifications and correspondence – circulated and posted electronically
- AVDC received a complaint regarding uncut grass to preserve the bee orchids. Provided information to both AVDC and the resident relating to the orchids, the presentation at the annual assembly and when the grass will be cut.
- Notification of Vale of Aylesbury Plan Consultation Event dates
- Updated (version 3) HELAA (Housing and Economic Land Availability Assessment) published – circulated electronically

Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate

- Notification of LAF Traffic Calming Sub Group meeting 31/5/16 – circulated electronically & added to agenda
- Notification of highway closures for Queens 90th birthday street parties – circulated electronically
- Active Bucks e:newsletter – circulated electronically
- My Bucks e:newsletter – 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 including information about the new Charities Act – circulated electronically
- Buckinghamshire Business First e:newsletters – circulated electronically
- Chiltern Society e:newsletters, e:magazine & emails – circulated electronically
- Chiltern Conservation Board e:newsletters & updates – circulated electronically
- Fields in Trust e:newsletters – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Public Sector Today e:newsletters – circulated electronically
- Funding Central e:newsletters – circulated electronically
- Aylesbury Town Centre events posters – passed to notice-board manager
- SLCC News Bulletin – circulated electronically
- Local Councils Update Issue 195 – for circulation
- Centenary Fields information – passed to Chair of Recreation Ground Charity
- BALC Councillor Induction Training – circulated electronically
- BALC appointment of County Officer – circulated electronically
- BALC staff pensions LTN – circulated electronically
- BALC chairmanship skills training – circulated electronically for councils to respond if they wished to attend
- BALC quarterly playground inspection training spaces in Buckingham – circulated electronically
- BALC information from Streetscape – circulated electronically
- BALC offers re Good Councillors Guide, Charles Arnold Baker and Staples Advantage scheme – added to agenda and circulated electronically
- BALC details of flag flying for Armed Forces Day 20-26 June 2016 – circulated electronically and added to agenda (timescale very tight)
- BALC devolved service survey - completed
- BALC Info refunding cuts to pharmacies – circulated electronically. Enquired with Windmill Pharmacy as to the impact but no details provided by them to date.
- Clerks & Councils Direct Issue 105 – for circulation
- Monthly updates from Ivinghoe hub – circulated electronically
- Assistant Clerk vacancy in Wendover – circulated electronically
- Opus Energy notification of change to terms & conditions – retained for reference
- Best Kept Village posters – passed to notice board manager
- Notification of Beacon Villages Community Library AGM – circulated electronically
- Locality e:newsletters – circulated electronically
- Resident complaint re aircraft noise at night - Got update from Rachel Webb re Luton policy. Published email address for residents to submit complaints to the airport via electronic media and in next PPP. Resident supplied a copy of the response they received from Luton Airport and this was circulated to all councillors electronically.
- Resident concerned about effect of bee orchid preservation on his garden – see agenda item
- Resident concerned about lack of efficient grass cutting by Bolebec End – referred resident to JLES and Taylor Wimpey
- Correspondence from Bidwells re village centre – circulated electronically
- Info about theft of bicycles – posted electronically
- Play Innovation information re inflatable street snooker – passed to S&L committee members for consideration
- LEAP Bucks & MK Sport & Activity Partnership Sports Awards 2016 info – added to agenda
- Correspondence from Village Foundations – for circulation
- Notification from the cricket club of their attendance at the Community Chest event for recipients – circulated electronically
- Enquiry re Fish n Chip van route in Pitstone & Ivinghoe – directed applicant to BCC
- Info re LEADER – not available to pavilion/recreation ground but circulated electronically

- Bucks UTC e:newsletter – circulated electronically
- BVLC appeal for volunteers – circulated and posted electronically

Committee Reports

28/16 SPORTS AND LEISURE COMMITTEE – CLLR GROOM, CHAIR OF COMMITTEE

- 1) The minutes of the Sports and Leisure Committee meeting held on 9/5/16 were noted. The meeting was not quorate and therefore a number of items were referred to full council for discussion/resolution.
 - a) P&IUFC requested permission to remove the privacy panels from the home changing room. South Midlands League advised that they didn't perceive an issue. It was **RESOLVED** to advise P&IUFC that they could remove the panels but that they must be stored in the container in case they were required at a later grounds inspection. P&IUFC to make good any damage.
 - b) P&IUFC requested permission to install a serving counter and improve the kitchen with a fridge, microwave and fryer. The clerk has obtained information for P&IUFC regarding their legal duties should they wish to make and serve food to the general public and passed this to P&IUFC to review before they make their decision. Cllr Crutchfield believes that serving counters may now need to be stainless steel. It was **RESOLVED** that the parish council would not contribute to the cost of these works at this time. It was **RESOLVED** that all works would need to comply with the necessary building control, environmental, PAT etc legislation and that the parish council would need a guarantee from the club that they were willing to fulfil their obligations. If the Club can fund the cost and offer the guarantee, it was **RESOLVED** that the parish council would grant permission upon receipt of full satisfactory proposals.
 - c) It was **RESOLVED** to accept the cost of necessary repairs incurred at the pavilion during the month: one padlock replaced (key broken in lock of original one); one flip-top bin replaced (cost to be met by P&ICUFC); 1 new fire safety log book required (current one full).
 - d) Upon consideration of the Annual Playground Inspection report, it was **RESOLVED** to:
 - i) Commission replacement end caps, lock bush on roundabout plus screw and fastener on climbing frame at the Hever Close playground from Wicksteed. Works to be funded from the S106 maintenance funds held.
 - ii) Request Martin London adjust the gate at the Hever Close playground. Works to be funded from the S106 maintenance funds held.
 - iii) Commission replacement link assemblies for the see-saw and apply anti-corrosion treatment to the chute run out on the slide at the Windsor Road playground from Wicksteed but not to undertake any repainting. Works to be funded from the S106 maintenance funds held.
 - iv) Replace 1 x new toddler swing seat (exhibiting wear to crotch strap) from Wicksteed.
 - v) Request M F London try and cap/fill the screw holes in the rear panel of the youth shelter and to chase MFL for the replacement bottom in the youth shelter bin.
 - vi) It was **RESOLVED** not to undertake the other works identified at the Recreation Ground at the present point in time but to monitor each item.
 - e) New building
 - i) It was **RESOLVED** that the Sports & Leisure Committee should try and meet with the new Chair of the Memorial Hall Committee to ensure that the two bodies are aligned and not duplicating provision/plans.
 - ii) The clerk was asked to re-distribute the New Homes Bonus grant application information to the Sports & Leisure Committee members.
 - iii) It was **RESOLVED** that the Sports & Leisure Committee should have delegated powers to determine the final provision for the new building at the next S&L committee meeting and procure the necessary indicative drawing.
 - iv) Once the building specification has been determined, it was **RESOLVED** to commence work on the associated business case.

2) Other Sports & Leisure Committee Matters

- 1) It was **RESOLVED** to submit a nomination for the LEAP Sports Awards 2016.
- 2) It was **RESOLVED** not to participate in Armed Forces Day flat flying this year, due to difficulties procuring the necessary flag and pole in the tight timescale remaining.
- 3) Summer pitch closure information was noted.
- 4) Pitch hire analysis for 2015/16 season was noted.

29/16 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) All those present had also been in attendance at the Planning Committee meeting held at 7pm on 26/5/16 therefore the details were not repeated. See separate minutes.
- 2) Cllr Crutchfield provided very positive feedback from the AVDC Parishes Planning meeting held on 25/5/16. The materials would be circulated once available from AVDC.

30/16 **RECREATION GROUND CHARITY COMMITTEE – CLLR MATTEY, CHAIR OF COMMITTEE**

- 1) No committee meeting had been held this month.
- 2) Cllr Matthey had met members of the WI this week to discuss their kind offer to donate a picnic bench to celebrate their 100th anniversary to the play area on the Recreation Ground. It was **RESOLVED** that this would be a lovely way to mark the occasion. It was noted that the WI were no longer considering donating a tree.

31/16 **PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE**

No committee meeting had been held this month.

32/16 **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**

- 1) It was **RESOLVED** to adopt the National Joint Council for Local Government Services (NJC) pay settlement for 2016/17 and 2017/18. It was noted that the 2016/17 award would be backdated to 1/4/16 and the 2017/18 rate would become applicable on 1/4/17. The 2016/17 award takes the SCP33 rate to £15.09ph.
- 2) It was **RESOLVED** to trial the Vonage telephone system to see if it delivered cost savings for council.
- 3) It was **RESOLVED** to approve the temporary changes to litter picking duties and to delegate power to the Clerk to monitor the situation and raise any issues to the staffing committee.
- 4) It was noted that council wished to pay the clerk for the overtime worked during December to May period and the clerk was asked to include this as a formal agenda item for the June agenda and to include the hours within the June payroll.

Matters Raised by the Working Groups

33/16 **PITSTONE DEVELOPMENT AREA**

The update was noted. It was **RESOLVED** to request an update from the developer in June.

34/16 **LOCAL AFFORDABLE HOUSING**

It was **RESOLVED** that the housing working group would further investigate the content, tone and positioning of the Housing Needs Survey and report back to the next council meeting.

35/16 **TRAFFIC/HIGHWAYS/PATHS**

- 1) Ben Hamilton-Baillie
 - a) The feedback received to date relating to the Ben Hamilton-Baillie report consultation was considered. Council was pleased with the positive response from the community.
 - b) The information supplied by Bucks County Council (BCC) relating to coloured surface treatments was noted.
 - c) It was noted that BCC intended to raise the issue at the Local Area Forum Traffic Calming Sub-Group meeting scheduled for 31/5/16. Pitstone and Ivinghoe Parish Councils will be in attendance to campaign for LAF funding towards the next stage of feasibility report.

d) It was agreed to carry forwards determination of the LAF grant submission until a subsequent meeting.

2) Access to Tring Station

Following a discussion, it was **RESOLVED** that no short term actions were required. Cllr McCarthy of Aldbury Parish Council then left the meeting.

3) mVAS

It was **RESOLVED** that a second mVAS was not required at present. The situation would be reviewed once Westfield Road is able to participate (following BCC adoption).

36/16 **YOUTH CAFÉ**

- 1) The general update and feedback from the volunteers meeting was noted. The youth café still needs to attract more regular volunteers.
- 2) It was **RESOLVED** to accept the costs associated with purchasing volleyballs but to delay any expenditure on cricket items as the Ivinghoe & Pitstone Cricket Club had said that they may be able to provide the gear.
- 3) It was **RESOLVED** to accept the costs associated with training courses (First Aid, Hygiene and Safeguarding) for those volunteers keen to attend.

Other Issues:

37/16 **BUCKS COUNTY COUNCIL LOCAL AREA FORUM**

See 35/16/1.d above. Decision on project submission for grant to be carried forward to next meeting.

38/16 **BALC / NALC / LCR SUBSCRIPTION**

It was **RESOLVED** to renew the annual subscription to BALC/NALC/LCR at a cost of £420.24.

39/16 **PITSTONE ANNUAL ASSEMBLY**

- 1) The draft minutes of the annual assembly were noted.
- 2) It was **RESOLVED** to continue preserving the bee orchids in the three sections of Castlemead verge.

40/16 **RISK MANAGEMENT POLICY AND ASSOCIATED ASSESSMENT**

The annual review of the Risk Management Policy and Risk Assessments were carried out. It was **RESOLVED** to adopt the previously circulated drafts with one amendment to the colour coding and the Chairman was duly authorised to sign on behalf of the council.

41/16 **COMMUNITY SELF HELP PLAN**

It was **RESOLVED** to adopt the previously circulated update to the Community Self Help plan, with a minor amendment, and the Chairman was duly authorised to sign on behalf of the council.

42/16 **ELECTRONIC RECEIPT OF MEETING PACKS**

Cllrs Matthey and Nicholls advised that they did not wish to receive hard copies of any meeting paperwork and only wished to receive information electronically. Cllr Arney only wishes to receive financial information electronically and other material in hard copy. Other councillors wish to receive meeting pack information in both formats. General information and reports supplied during the course of the month will be supplied electronically, with councillors requesting a hard copy as and when necessary. It was **RESOLVED** to accept this process.

43/16 **BALC OFFERS**

It was **RESOLVED** to purchase an updated copy of Charles Arnold Baker at a cost of £65 but that no further copies of the Good Councillors Guide were required.

44/16 **LOCAL COUNCIL AWARD SCHEME**

It was **RESOLVED** that the council did not wish to participate in the scheme at the present point in time.

Financial Issues:

45/16 **FINANCIAL REGULATIONS AND MATTERS ARISING**

- 1) It was **RESOLVED** to adopt the previously circulated updated Financial Regulations that reflect the latest model from NALC with a minor amendment. The implications were noted. The Chairman was duly authorised to sign on behalf of the council.
- 2) Consideration was given to the adoption of a credit/debit/pre-paid card by the Parish Council. It was **RESOLVED** that council wished to open a credit card with Unity Trust Bank and to delegate power to the clerk to investigate/progress.

46/16 **ANNUAL REVIEW OF FINANCIAL AFFAIRS**

a) Direct Debits and Standing Orders

The annual review was conducted. It was **RESOLVED** to continue with the Direct Debits for utility provision (water, gas, electric and unmetered electricity) and financial services (Sage, NEST once operational). The council operates no Standing Orders.

b) Payments arising as a result of continuing contract, statutory duty or obligation

The annual review was conducted. It was **RESOLVED** to continue with the contracts in existence relating to:

- i) employment matters eg contracts, PAYE/NI
- ii) HMRC VAT
- iii) part-spent contracts for utilities
- iv) part-spent contract for street light maintenance
- v) contract with J Groom & Son as ground-keeper at pavilion
- vi) contract with J Leonard to fulfil devolved services and move mVAS
- vii) contract with R Haynes re bus shelter cleaning

c) Bank Accounts and Mandates

It was **RESOLVED** to continue with the existing bank accounts and mandates:

- i) 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.
- ii) Nat West current account. NatWest maintain at £10 balance. Cheques only. At least 2 councillors must sign cheque.
- iii) 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.
- iv) 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 Castlemead play areas.
- v) Council resolved last month not to open a deposit account.
- vi) Council currently holds no long term investments or bonds.

d) BACS

It was **RESOLVED** to continue with the existing provisions where all payments are enacted by BACS, 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.

e) General Power of Competence

Members were reminded that council had re-confirmed use of the General Power of Competence at the annual meeting following the election and this would remain valid until after the next election.

f) Allowance Scheme for Members/Chairman

In line with previous years, it was **RESOLVED** that the Parish Council would not operate an allowance scheme for either members or Chairman. It was **RESOLVED** that individual councillors could reclaim permissible expenses if they so desired.

47/16 **YEAR END**

It was noted that the internal auditor had moved the audit date to 2/6/16 so full report will be provided to the 30/6/16 meeting.

48/16 **FINANCIAL POSITION AND PAYMENTS**

- 1) The new monthly budget summary was noted.
- 2) The bank reconciliation was noted and duly signed by a member of the council.
- 3) The council noted the income, expenditure, debtors and creditors information and it was **RESOLVED** to make the payments outlined in the monthly financial summary. Two councillors undertook to authorise the transactions for BACS transfer and initialled the corresponding paperwork. The chairman was duly authorised to sign the monthly summary.

49/16 **INTERNAL CONTROLS**

The regular internal controls were conducted with no amendments requested or issues arising.

Other Reports:

50/16 **PITSTONE MEMORIAL HALL CHARITY**

Cllr Starling provided feedback from the most recent Memorial Hall Charity meeting:

- 1) The charity were planning to book 2 x Theatre in the Villages events.
- 2) The staffing and trustee changes that had happened recently and were in the pipeline were discussed and noted.

51/16 **OTHER REPORTS**

The other ad-hoc reports were noted.
It was noted that 3 Counties Radio would be broadcasting live from Pitstone Heritage Centre Museum on 3/6/16.

52/16 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 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: 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
- Internal Audit – auditor moved date to 2/6/16
- 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.
- Best Kept Village judging between 6 June and 8 July
- Brookmead visiting the allotments 6-8 June
- Beacon Villages Community Library AGM 9 July
- Town Lands Charity meeting 20 June – for information only (re trustee re-election)
- Lantra tree inspection training for clerk – 14/6/16 (Capel Manor advised that they may cancel due to lack of uptake)

- LAF Traffic Calming Sub Group meeting 31/5/16 (including BHB proposals for Pitstone and Ivinghoe) – Cllr Crutchfield & Cllr Saintey attending
- Local Area Forum meeting 9/6/16
- Vale of Aylesbury Plan Consultation Events – Aylesbury Friars Square 14/7, Wendover St Annes Hall 4/8

53/16 **DATE OF NEXT MEETINGS**

The next meeting of the Parish Council will be held on Thursday 30 June 2016. It was noted that the following would appear on the agenda:

- Consider report from internal auditor
- Approve all year-end financial reports
- Annual review of Equal Opportunities Policy
- Conduct play policy risk/benefit annual assessments (probably on Sports & Leisure committee agenda)
- Annual review of mVAS procedures manual and risk assessment
- Book annual gas check for pavilion boiler due by 12 July

54/16 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 10pm.

Signed: _____
Chairman

Date: 30 June 2016