

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 20 October 2016  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 9.25pm

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## 184/16 ATTENDANCE AND APOLOGIES

Council present: Cllr Saintey (Chairman), Cllr Mrs Stack, Cllr Mrs Arney, Cllr Mrs Crutchfield, Cllr Starling, Cllr Blunt, Cllr Weber and Cllr Nicholls (Vice Chairman). Clerk: Laurie Eagling.

Others present: District Councillor Derek Town. Mr T Clare, Chair of the Memorial Hall Charity (until 190/16). PCSO J Dodson (until 188/16). Residents: Mr W Hawkins and Mr Westcott. Aldbury parish councillor Robin McCarthy (209/16 onwards).

Apologies: It was **RESOLVED** to accept apologies from Cllr Matthey plus District Councillor Sandra Jenkins.

## 185/16 VACANCY

It was noted that a vacancy had arisen in the office of parish councillor following the resignation of Cllr Mrs J Groom. The council is currently complying with its duty to publicise the vacancy and AVDC will notify on 31/10/16 whether a by-election has been called or whether the parish council should co-opt a new member to serve out the remaining term.

## 186/16 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

- All councillors have standing declarations of 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 has a standing declaration as Chair of Governors for Brookmead School.
- Cllrs Crutchfield, Stack and Saintey have standing declarations of interests in the allotments (all 3 hold plots and the former two are members of the Pitstone Allotment Association)
- Cllrs Matthey & Starling have standing declarations of interests in Pitstone Memorial Hall Charity (as they act as Trustees to the charity)
- Cllr Saintey has a standing declaration of an interest as a member of the National Trust Ashridge Estate committee
- Cllr Starling declared an interest as a resident of Vicarage Road in Pitstone.
- No additional declarations were made for the current meeting. No dispensation requests were received.

## 187/16 NEIGHBOURHOOD ACTION GROUP – PCSO J DODSON

PCSO Dodson advised the council that there had been a slight increase of thefts (predominantly tools) from motor vehicles and residents should take appropriate measures to protect their property. Likewise, people should revert to winter care of their properties, leaving lights on and/or music playing to make it appear as if someone is home now that the evenings are darker. It was confirmed that there had been no incidents involving clowns at Cottesloe School, despite the rumours. TVP will monitor the situation with regard to construction traffic in Rushendon Furlong and the coach utilising the layby overnight. Any intelligence relating to drug use in the village should be provided to Thames Valley Police. Condolences and support were being offered to local family following the tragic accident earlier in the month.

No further questions were tabled for TVP. PCSO Dodson was thanked for her time and departed the meeting.

## 188/16 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled.

## 189/16 PITSTONE MEMORIAL HALL CHARITY – TONY CLARE, CHAIRMAN

Mr Clare gave a presentation about the changes that have been introduced to the structure of the charity, trustee meetings and management committee meetings, since he was appointed in June. The appointment of the new treasurer and accountant had identified an urgent need to improve the profitability of the establishment to cover the running costs and staffing. It had also been identified that no price increases had been implemented for a number of years. Therefore the pricing structure had been changed and fees increased with effect from 1/11/16, and the committee were trying hard to work with regular hirers to be more flexible and address any requirements. No regular bookings had been lost as a result.

No further questions were tabled for the Memorial Hall Charity. Mr Clare was thanked for his time and departed the meeting.

190/16 **MINUTES OF THE MEETING** held on 29/9/2016

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 29 September 2016 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

191/16 **CLERK'S REPORT**

The following updates to matters arising were noted but not discussed in detail:

- 1) Castlemead Issues: Steve Essam at Transport for Bucks in charge of negotiating highways handover with Taylor Wimpey. Tyler Merries moved back to trying to arrange TDS/TW handover to BCC, Adam at TDS will continue to look after 'customer care' issues. TW have promised to undertake a number of long outstanding issues. Keith Millard (TW) and Steve Essam (BCC) are now in renewed conversations and updated work quotations are understood to be being sought.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) Tennis/Netball/5-aside floodlit court: the landowner advised that they are still not in a position to provide further details of potential purchase/lease at present and will come back to the parish council once they are able.
- 6) First Time Sewerage for end of Cheddington Road – Anglian Water ETA 2019/2020
- 7) Rushendon Furlong S106: AVDC previously published details of the legal agreement including 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 confirmed as £137,217.
- 8) 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.
- 9) 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 1<sup>st</sup> occupation and 50% prior to 20<sup>th</sup>) to be spent solely on 1<sup>st</sup> 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.
- 10) 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, and junction section of Church Road due for treatment by patching game; Marsworth Rd up to Ivinghoe hope to go on resurfacing list for 2016/17. Bus box at Rushendon Furlong junction to be considered as part of resurfacing.
- 11) Roundabout lighting knockdown: TfB passed to BCC lighting dept. (40014955) 24/3/16
- 12) Hedge Extension: on the recreation ground to be carried out by the Cricket Club
- 13) Queen's 90<sup>th</sup> 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.
- 14) Annual Tree Risk Assessment: now provided and will be considered by the Recreation Ground Charity at their meeting in November.
  - 15) Electronic Update of Pitstone Guide: in progress
  - 16) Trial of Vonage telephone system: pending
  - 17) Auto enrolment pension: no further action required prior to staging date in February
  - 18) Bucks Buzzing Campaign: In progress
  - 19) Open space by The Pightle: investigations continue
  - 20) Litter bin for Yardley Avenue: VAHT granted permission. Bin to be ordered with bin below.
  - 21) Replacement litter bin for Vicarage Road/Recreation Ground: Replacement bin due to be ordered once location determined.
  - 22) Hedge Cutting Notice: served. It is understood that works have been commissioned.
  - 23) Lighting:
    1. Conversion of 11 lanterns to LED – delay on lanterns of 5-6 weeks so ETA December installation
    2. 2 column structural tests in The Pightle – will be undertaken at same time as above
    3. Christmas tree lights removed from tree and tested. The majority are still operational. Cllrs Stack & Arney to meet with the clerk and contractor on site to determine where they should be displayed this year.
    4. 1 street light non-operational outside 45 Albion Road reported.
    5. 32 street lights with operational issues reported to TDS/Taylor Wimpey re Castlemead
  - 25) Replacement daffodils: in April a resident volunteered a donation for replacement bulbs (approximately 100 required) which is now being arranged.

## 192/16 **CORRESPONDENCE**

The following correspondence received this month was discussed and noted.

### Aylesbury Vale District Council

- Planning notifications and correspondence – circulated electronically
- Email from AVDC re VALP/NDP and housing figures – circulated electronically and added to agenda
- AVDC news for the parishes – circulated electronically
- Invitation to VALP update briefing on 14/11/16, max 2 reps, others placed on waiting list – Cllrs Saintey, Crutchfield and Weber requested to attend
- Information about Santa's parade and Santa dash – circulated and posted electronically
- Tax Base information – circulated electronically

### Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate
- Correspondence re Active Bucks schemes – circulated electronically
- Reminder to submit infrastructure priority forms (PPC already responded). Only 15 parishes replied to date. – circulated electronically
- TfB winter conference invitation – no councillors volunteered to attend
- My Bucks e:newsletter – circulated electronically
- Chasing devolution annual reports – n/a to Pitstone as already supplied – circulated electronically
- Confirmation from Andrew MacDougall that BCC will seek freight strategy in 2017/18 financial year – circulated electronically
- Footpath 2 (behind Rushendon Furlong) temporary closure notice valid from 1/11/16 for 6m – circulated and posted electronically
- Correspondence re street lighting maintenance & conversion to LED – circulated electronically
- Further information re footpath 2 diversions provided by County Councillor A Davies – circulated and posted electronically
- Copy of press release re HS2 funding – circulated electronically

### Other

- Thames Valley Police neighbourhood alerts, updates & newsletters – circulated & posted (where appropriate) electronically
- Rural Services Network e:newsletters & updates etc – circulated electronically
- Charity Commission e:updates and newsletters – circulated electronically
- Buckinghamshire Business First e:newsletters – circulated electronically
- Chiltern Society e:newsletters – circulated electronically
- Fields in Trust e:newsletters – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- AVALC draft minutes – circulated electronically

- SLCC e:newsletter – circulated electronically
- Green Grants e:newsletter – circulated electronically
- Community Impact Bucks e:newsletter – circulated electronically
- Public Sector Today e:newsletters – circulated electronically
- Active Places e:newsletter – circulated electronically
- Ivinghoe Old School Hub e:newsletters – circulated electronically
- Correspondence and web site posts from residents re adoption of Castlemead – responded
- Correspondence re rateable value review for pavilion – responded
- Copy correspondence with Rushendon Furlong residents re Croudace development – responded and circulated to planning committee
- Hertfordshire Year of Volunteering e:newsletter – circulated electronically
- Details of Wheelpower Christmas Shopping event – circulated electronically
- Bucks & MK Sports Awards confirmation that John Groom has been shortlisted for the Unsung Hero Award following the parish council's nomination. Presentation evening 18/11/16. – Circulated electronically
- Response from Herts County Council to A4146 weight restriction submission from Pitstone Parish Council – circulated electronically
- Invitation to South East Waterway Forum Autumn 2016 – circulated electronically
- Pitstone Memorial Hall Charity insurance documents for information – circulated electronically
- Came & Co e:newsletter – circulated electronically
- BALC info from BCC on modernising local government – circulated electronically
- Information re BMKALC AGM 7pm on 11/11/16 – Cllr Saintey attending (max 2)
- AVYFC youth forum update – circulated electronically
- Parish Online e:newsletter – circulated electronically
- Introductory information from Village Foundations – circulated electronically
- British Playing Fields Association AGM details 20/10/16 – circulated electronically
- BALC training course info – circulated electronically
- Pitstone Allotment Association risk assessment – circulated electronically
- AVALC information re DIS and NALC – circulated electronically
- Further NDP info from Great Horwood – circulated electronically

### Committee Reports

- 193/16 **SPORTS AND LEISURE COMMITTEE**
- 1) No meeting had taken place this month so no report provided.
  - 2) It was **RESOLVED** to appoint Cllr Saintey as the new Chairman of this committee.
  - 3) It was **RESOLVED** to invite Mr Brooks and Mrs Groom to join the committee as advisory members, if they were willing, at the appropriate times.
- 194/16 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
- 1) The draft minutes of the Planning Committee meeting held on 17/10/16 had been circulated and were noted.
  - 2) It was **RESOLVED** to work with AVDC to carry out a partial review of the neighbourhood plan/VALP requirements.
  - 3) It was **RESOLVED** to approve the proposed street names of Williamson Way and Treacher's Close for the Rushendon Furlong development and submit these to AVDC for consideration. Croudace have approved the suggestions.
- 195/16 **RECREATION GROUND CHARITY COMMITTEE – CLLR MATTEY, CHAIR OF COMMITTEE**
- No committee meeting had been held this month. Meeting scheduled for 1/11/16.
- 196/16 **PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE**
- No committee meeting had been held this month.
- 197/16 **STAFFING COMMITTEE – CLLR BLUNT**
- It was **RESOLVED** to hold a Christmas staff/volunteer event in the Millennium Room at 7.30pm on Tuesday 13/12/16 and meet the associated costs.

## Matters Raised by the Working Groups

- 198/16 **PITSTONE DEVELOPMENT AREA**  
The parish council is still waiting for a completed agreement to be provided for signature.
- 199/16 **HOUSING NEEDS**  
Ongoing. Proposed literature being reviewed.
- 200/16 **TRAFFIC/HIGHWAYS/PATHS**
- 1) Ben Hamilton Baillie project: TfB due to provide feedback from Phase I at end October, and information relating to Phase II at end December.
  - 2) Path between Pitstone & Marsworth: AVDC committee approved the NHB panel recommendations. County Councillor A Davies had attended a meeting with both parishes, the LAF and BCC to discuss the next steps. Phase III detailed engineering works to be commissioned followed by procurement/tendering process. Aim to install Sept-Dec 2017.
  - 3) Cycle path along Northfield Road: next update due from Herts County Council in November
  - 4) Freight Strategy/Weight Restrictions: BCC will be developing a freight strategy during 2017 and will consult with parish councils. Weight restrictions on the LAF traffic calming sub-group meeting agenda for 25/10/16.
- 201/16 **YOUTH CAFÉ**
- 1) No matters for consideration this month.
  - 2) DBS – Dave Rollins arranging DBS checks.
- 202/16 **ALLOTMENTS**
- 1) It was noted that the water had now been turned off for winter season.
  - 2) 1 plot changed tenant, no vacant plots.
  - 3) Repair/replacement commissioned for damaged fence post. It was **RESOLVED** to meet the associated cost.
  - 4) It was noted that the latest risk assessment had been received from Pitstone Allotment Association.

## Other Issues:

- 203/16 **BCC EDUCATION**
- 1) County Councillor A Davies in discussions with BCC Education re local primary capacity and funding. Meeting between PPC and BCC scheduled for end November.
  - 2) Response received from cabinet minister re school transport costs. County Councillor A Davies following up with further questions.
- 204/16 **BCC LAND AT THE CRESCENT**  
No information received from Carter Jonas for consideration.
- 205/16 **BCC DEVOLVED SERVICES**  
BCC confirmed that visibility of funding will not be on a four year rolling basis as originally anticipated. After the 2 years of confirmed funding, any potential funding offer is likely to be considerably reduced.
- 206/16 **COACH PARKING IN LAYBY**  
The parish council is waiting for confirmation of their operator's licence requirements.
- 207/16 **LOCAL COUNCILS UPDATE**  
It was **RESOLVED** to renew the annual subscription, cost £75pa, as this provides important legal updates.
- 208/16 **HEDGE CUTTING REQUIREMENTS**  
It was **RESOLVED** to commission the following hedge cutting for this winter and accept the associated cost:
- Windsor Road play area
  - Pavilion site
  - The recreation ground hedge
  - The old allotment hedge & hedge to play area
  - The top only, of the new allotment hedge
  - It was noted that the Pitstone Hill car park hedge is being cut by National Trust.

209/16 **MEETING DATES FOR 2017**

It was **RESOLVED** to set the following full council meeting dates for 2017, all at 7.30pm in the Millennium Room at Pitstone Memorial Hall:

- 5 January 2017 (December 2016 meeting)
- 26 January 2017
- 23 February 2017
- 30 March 2017
- 27 April 2017
- 25 May 2017 Annual Meeting
- 29 June 2017
- 27 July 2017
- 7 September 2017 (August meeting)
- 28 September 2017
- 2 November 2017 (October meeting)
- 30 November 2017
- 4 January 2018 (December meeting)

It was **RESOLVED** that the annual assembly date would be considered/set in February.

210/16 **HERTS TRANSPORT VISION 2050**

It was **RESOLVED** to submit a response in support of the enhanced focus on sustainable travel including pedestrian, cycle and public transport and encourage HCC to apply these to the issue of access to Tring station from Pitstone.

Financial Issues:

211/16 **VAT**

- 1) It was noted that the quarterly VAT return had been submitted. HMRC to refund £2,016.04 to PPC.
- 2) It was noted that the VAT scheme had been changed to standard accounting, from cash accounting, as per the recommendation of the internal auditor.

212/16 **QUARTERLY GRANT AND DONATION CONSIDERATIONS**

- 1) No grant applications had been received.
- 2) It was **RESOLVED** to make a donation of £150.00 to Royal British Legion in lieu of a fresh wreath, and to display the council's artificial wreath by the war memorial plaques in the Memorial Hall.

213/16 **FINANCIAL POSITION AND PAYMENTS**

- 1) The monthly budget summary was noted and duly signed by a member of the council.
- 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.
- 4) Council asked the clerk to arrange a meeting with the I&PU football club.

214/16 **INTERNAL CONTROLS**

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

215/16 **BUDGET FOR 2017/18**

- 1) The first draft of the budget for the next three years was provided. Councillors were asked to consider the points raised (shown in red) and provide feedback to help refine the next edition.
- 2) The annual review of the salary budgets was undertaken and noted.

Other Reports:

216/16 **OTHER REPORTS**

- 1) Feedback was provided from the BCC 'Future of Local Councils' meeting on 4/10/16 by Cllrs Crutchfield, Nicholls, Blunt, Weber and Starling.
- 2) The other reports were noted.

217/16 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 24/11/16, 5/1/17
- Sports and Leisure Committee meetings: 7/11/16, 12/12/16.
- PPP Publication dates: January, April, July, October.
- AVALC 5/11 AGM, 3/1/17, 6/6/17, 5/9/17 – Cllr Saintey attending
- LAF meetings: 2/2/17, 1/6/17 and 5/10/17 – LAF representatives to attend

- Greatmoor Energy from Waste Centre tour 10am 1/11/16 – Cllrs Saintey, Blunt, Nicholls & Arney plus clerk attending
- LAF traffic calming sub-group meeting 25/10/16 – LAF representatives to attend (3 of Cllrs Stack, Saintey, Crutchfield & Blunt)
- BMKALC AGM 7pm on 11/11/16 – Cllr Saintey attending
- Party in the Park 1/7/17
- Bucks and Milton Keynes Sports Awards evening 18/11/16 – J Groom shortlisted for Unsung Hero award
- Lantra Basic Tree Inspection training 27/6/16 – Clerk attending
- Rushendon Furlong footpath 2/byway closure 1 Nov for up to 6 months
- AVDC VALP update parish briefing 14/11/16 6pm – Cllrs Saintey, Crutchfield & Weber requested to attend
- Meeting with Andrew MacDougall, BCC, re infrastructure – Cllrs Saintey, Weber and Arney attending 7.30pm on 23/11/16
- Village Festival proposed for 24 & 25 June 2017

218/16 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 24 November 2016. It was noted that the following would appear on the agenda, and councillors requested no further agenda items:

- Further draft of budget
- Check/renewal of mVAS service agreement
- Review of unmetered inventory for Eon (postponed until after the LED lantern installation)

219/16 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 9.25pm.

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

Date: 24 November 2016