

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 29 September 2016  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 9.55pm

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## 149/16 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 Mrs Groom. Clerk: Laurie Eagling.

Others present: District Councillor Sandra Jenkins (until 163/16).  
County Councillor Avril Davies (until 170/16). Mrs K Groom, Chair of Ivinghoe Parish Council. Residents: Mr W Hawkins and Mrs A Hawkins.

Apologies: It was **RESOLVED** to accept apologies from Cllrs Nicholls (Vice Chairman) and Mattey plus District Councillor Derek Town.

## 150/16 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled.

## 151/16 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.
- Cllr Groom has a standing declaration relating to a pecuniary interest in A J Groom & Sons.
- 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 Mattey & 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.

## 152/16 MINUTES OF THE MEETING held on 1/9/2016

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 1 September 2016 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

## 153/16 CLERK'S REPORT

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

- 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 undertaken topographic survey. Still very keen. Will keep the parish council advised of anyway we can assist or progress. ETA 2018/19 (they legally have until 2024 to deliver the scheme). Will update again in November. It has been confirmed by both BCC and HCC that the project is live, and that the S106 funds are not being recalled/diverted.
- 2) 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' immediate issues which are easier to get approved. 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. Hever Close lighting column (damaged by vehicle accident ages ago) should be replaced by 19/9/16.
- 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) Tennis/Netball/5-aside floodlit court: the landowner advised in June that they are 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.
  - 7) First Time Sewerage for end of Cheddington Road – Anglian Water ETA 2019/2020
  - 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, sport & leisure contribution now confirmed as £137,217.
  - 9) 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.
  - 10) 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.
  - 11) 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. Albion Road and Queen Street repaired during the month. Bus box at Rushendon Furlong junction to be considered as part of resurfacing.
  - 12) Roundabout lighting knockdown: TfB passed to BCC lighting dept. (40014955) 24/3/16
  - 13) VAHT: advised VAHT (4/7/16) Glebe Close car parks in need of weed killing treatment.
  - 14) Hedge Extension: on the recreation ground to be carried out by the Cricket Club
  - 15) 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.
  - 16) Annual Tree Risk Assessment: commissioned with J Lowe. Results not yet available. Will then be considered by the Sports & Leisure Committee and Recreation Ground Charities respectively.
  - 17) Extra Daffodils for Marsworth Road: resident would like to progress in the autumn.
  - 18) Electronic Update of Pitstone Guide: contributors to supply updates by end Sept
  - 19) Trial of Vonage telephone system: pending
  - 20) Auto enrolment pension: no further action required prior to staging date in February
  - 21) Bucks Buzzing Campaign The original contact has left the project and the replacement will get in touch once they have commenced.
  - 22) Open space by The Pightle: investigations continue
  - 23) Credit Card: paperwork issued by Barclays
  - 24) Roadside weeks: J Leonard commissioned.

25) Litter bin for Yardley Avenue: permission sought from VAHT, response pending

154/16 **CORRESPONDENCE**

The following correspondence received this month was discussed and noted.

Aylesbury Vale District Council

- Planning notifications and correspondence – circulated electronically
- Update from AVDC Communities Team review (may include their withdrawal from the Play around Parish & Theatre in the Villages schemes etc) – circulated electronically
- Info re Boundary Commission proposals for the Aylesbury and Buckingham Parliamentary Constituencies – circulated electronically
- Info re Holiday at Home activities to celebrate Older Peoples Day – circulated and posted electronically and supplied to the library
- Invitation to advertise winter events in the next edition of Vale Times – circulated electronically to councillors and local groups

Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate
- Copy of press release and materials re Respect Campaign – circulated electronically
- Copy of press release re commissioning of Deloitte to conduct independent review into future of local government – circulated electronically
- Copy of press release re unification – circulated electronically
- Confirmation that BHB Road Safety Audit results have been delayed – see agenda
- Devolved Service update – circulated electronically
- Copy of letter sent to residents of Queen Street requesting vehicles are not parked in the road during the planned resurfacing work – circulated electronically
- Emails re path to Marsworth – circulated electronically
- Further unitary information – circulated electronically
- Information on fostering events – circulated and posted electronically
- LAF agenda – circulated electronically
- Active Bucks seeking partners to deliver jogging/running scheme in Wing/Ivinghoe LAF area, then posters for beginners jogging in Pitstone – circulated electronically & arranged publication of the events
- BALC copy of 'Modernising Local Government in Buckinghamshire' papers presented to BCC cabinet meeting and approved for submission to Secretary of State – circulated electronically
- BALC info re Young Entrepreneur award – circulated and posted electronically
- Prevention matters e:newsletters – circulated electronically
- Information from LAF on A4146 HGV ban at Water End (closes 2/10/16) – circulated electronically for discussion at meeting

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
- Chiltern Conservation Board e:newsletters – circulated electronically
- Community Impact Bucks e:newsletters – circulated electronically
- Fields in Trust e:newsletters – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Public Sector Today e:newsletters – circulated electronically
- Green Grants funding e:newsletters – circulated electronically
- HMRC e:updates – circulated electronically
- The Pensions Regulator e:newsletters and updates – circulated electronically
- Correspondence with Town Lands Charity re meeting re hedge – circulated to S&L committee electronically
- BMKALC LTNs & vacancy information – circulated electronically
- Vacancy on Hughendon Parish Council – circulated electronically
- Confirmation of insurance arrangements from Came & Co/Hiscox – circulated electronically and displayed as appropriate
- NHS Aylesbury Vale invitation to Clinical Commission Groups' AGM – circulated electronically

- Came & Co new postal address – circulated electronically
- Thank you email from Pitstone & Ivinghoe Entertainments – circulated electronically
- Met Office weather warnings – circulated electronically
- Sage e:newsletters – circulated electronically
- Bus surgery meeting details – circulated electronically
- Details of Celebrate funding available to schools – passed to Brookmead
- AVALC AGM agenda & previous minutes – circulated electronically
- Copy correspondence between a resident and Croudace – circulated electronically
- Ordnance Survey e:newsletters – circulated electronically
- Copy correspondence between Aldbury parish council and County Councillor Avril Davies re access to Tring station and the LAF – circulated electronically
- Action4Youth invitation to office warming – circulated electronically
- LCR autumn 2016 – for circulation
- Local Councils Update Issue 199 – for circulation
- The Clerk Magazine Vol 47 – for circulation
- Clerks & Councils Direct Issue 107 – for circulation
- Terms & Conditions and User Guides from Lloyds Multipay credit card – circulated electronically
- Correspondence from Nicholas King and SA Law re Pitstone Development Area – circulated to members of the working party electronically
- Invitation to visit Greatmoor Energy from Waste facility from Jez Elkin at FCC Environment – 4 members & clerk expressed interest in attending. Date being arranged.
- Herts County Council correspondence re partnership meeting – circulated electronically
- Correspondence from Roy van de Poll re Secretary of State decision on Great Horwood NDP call in – circulated electronically
- Herts County Council Traffic & Accident Data – circulated electronically
- Herts County Council Transport Vision 2050 Consultation open until 14/12/16 – circulated electronically, will be added to next agenda
- Oxfordshire Big Health and Care Conversation consultation (open until 30/11/16) – circulated electronically for councillors to advise the clerk if they wish it on the next agenda

## County Council Matters

- 155/16 It was **RESOLVED** that as County Councillor A Davies needed to leave by 9pm that all the County Councillor matters would be brought forward and discussed together.
- 156/16 Weight Restrictions  
County Cllr Davies advised that Bucks was now beginning to escalate the issue of HGV weight limits up their priority list. The Herts CC consultation re the introduction of a weight restriction at Water End on the A4146 was discussed (see later minute). The parish council had received no further response from Mrs Hancox. No further action required by the parish council at the present point in time.
- 157/16 Pitstone-Marsworth Path  
The New Homes Bonus panel had provisionally agreed to fund up to £200k contribution for the footpath in principle, with a number of issues to be clarified. A meeting has been arranged on 4/10/16 for both parish councils, County Councillor A Davies, Allan Purchase (TfB) and Simon Garwood to discuss the next steps, procurement process etc.
- 158/16 Ben Hamilton-Baillie Project
- a) Stage 1 Road Safety Audit – BCC confirmed results had been delayed until 31/10/16.
  - b) LAF advised that the 2017/18 grant for Stage 3 Feasibility Report and the total cost of the report would not be known until 31/12/16. It was noted that this will cause budgeting complications for the parishes.
  - c) It was noted that a meeting was being arranged with Andrew MacDougall of BCC re infrastructure.
- 159/16 Primary School Capacity and Funding  
It was noted that progress was being made with the education department at BCC. This will be discussed further in the meeting with Andrew MacDougall (see above).
- 160/16 BCC School Bus Service  
It was **RESOLVED** to write to the Cabinet Member for Education and Skills, Zahir Mohammed, and request a justification for the extra costs charged by BCC for the school bus services (£1k pa) vs the public Arriva bus service (£600 pa).

- 161/16 BCC Devolved Services
- 1) It was **RESOLVED** to continue in the scheme for 2017/18.
  - 2) It was noted that there was no visibility of funding from BCC after 2 years, despite having committed to providing a rolling 4 year visibility. It was **RESOLVED** to request again.
  - 3) It was **RESOLVED** that no ad-hoc works had been identified but that one hedge cutting notice needed to be served.
- 162/16 BCC Land by The Crescent  
It was noted that no response was anticipated from Carter Jonas until mid-late October.

County Councillor Avril Davies was thanked for her services.

#### Committee Reports

163/16 **SPORTS AND LEISURE COMMITTEE – CLLR GROOM, CHAIR OF COMMITTEE**

- 1) The draft minutes of the Sports and Leisure Committee meeting held on 12/9/16 had been circulated and were noted.
- 2) It was **RESOLVED** to approve the proposals for the replacement wooden fencing and commence procurement.
- 3) It was **RESOLVED** to approve the proposals for ball stop netting and commence procurement.
- 4) It was **RESOLVED** to approve the proposals for the pavilion building and commence procurement.
- 5) The following remedial works were noted and it was **RESOLVED** to accept the associated costs: a number of minor remedial vegetation works.

164/16 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) The draft minutes of the Planning Committee meeting held on 26/9/16 had been circulated and were noted.
- 2) The new applications, received following the meeting were noted, and a date set for the next planning committee meeting.
- 3) Cllr Crutchfield provided an update on an initial meeting held with a developer regarding the Vicarage Road development.

165/16 **RECREATION GROUND CHARITY COMMITTEE – CLLR MATTEY, CHAIR OF COMMITTEE**

No committee meeting had been held this month.

166/16 **PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE**

No committee meeting had been held this month.

167/16 **STAFFING COMMITTEE – CLLR BLUNT**

No staffing matters had arisen this month.

#### Matters Raised by the Working Groups

168/16 **PITSTONE DEVELOPMENT AREA**

- 1) Joint Landowners Agreement – no document has been provided for signature by SA Law.
- 2) Replacement Parking Land Transfer and MUGA – it was noted that SA Law had confirmed that these documents were only drafts and would be finalised at the appropriate point in the process.
- 3) Pre-application Planning Meeting with AVDC – it was noted that Bidwells had supplied a copy of the pre-application advice received from AVDC.

169/16 **HOUSING NEEDS**

- 1) It was **RESOLVED** that it would be inappropriate to commission a full Housing Needs Survey at the present point in time, given the substantial costs involved.
- 2) After a lengthy debate, it was **RESOLVED** that the parish council wished to invite residents to share their housing need stories so that the council could obtain a better understanding of the size of any potential need and the type of need that may exist.

This information may help to determine the most appropriate ways to assist local residents. It was **RESOLVED** to undertake this work in the New Year, in line with the January edition of PPP.

170/16 **YOUTH CAFÉ**

- 1) It was **RESOLVED** to approve the Café Manager recommendation and appoint Mrs S Clarke as Assistant Youth Worker.
- 2) It was **RESOLVED** to approve the purchase of 3 stands & 6 floodlights at a cost of £218.91 that would enable outdoor activities to continue throughout the winter.
- 3) It was **RESOLVED** to re-allocate any returned vouchers to employees.
- 4) It was noted that a meeting was being arranged with AVYFC re Youth Forum as they had not presented at the LAF as originally anticipated.
- 5) DBS – Dave Rollins arranging DBS checks.

Other Issues:

171/16 **PARISH ONLINE MAPPING**

It was **RESOLVED** to renew the annual subscription, at a cost of £50.40.

172/16 **THE CHILTERN SOCIETY**

It was **RESOLVED** to renew the annual subscription, at a cost of £30.00.

173/16 **PPP SUBMISSIONS**

It was **RESOLVED** to approve the draft with a number of minor amendments.

174/16 **STREET LIGHT MATTERS**

- 1) It was **RESOLVED** to accept the costs associated with repair of the 7 previously reported faulty street lights.
- 2) It was **RESOLVED** to undertake the recommended conversions to LED lanterns and commission the required works in relation to Christmas tree lights so long as this could be accommodated within the previously defined budget. It was **RESOLVED** to hold a site meeting to discuss the potential relocation of the Christmas tree lights.

175/16 **REPLACEMENT LITTER BIN**

It was **RESOLVED** to replace the stolen litter bin from Vicarage Road / the Recreation Ground as this is normally heavily utilised. It was further **RESOLVED** to hold a site meeting to determine if this should be post mounted or free standing prior to placing any order.

Financial Issues:

176/16 **2017/18 LOCAL GOVERNMENT FINANCE SETTLEMENT CONSULTATION**

It was **RESOLVED** not to submit a response.

177/16 **FINANCIAL POSITION AND PAYMENTS**

- 1) The monthly budget summary was noted and duly signed by a member of the council. The clerk was asked to provide an estimated closing year position for the next meeting.
- 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.

178/16 **INTERNAL CONTROLS**

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

179/16 **BUDGET FOR 2017/18**

No additional projects were raised for consideration within the next budget.

## Other Reports:

### 180/16 OTHER REPORTS

- 1) Cllr Starling provided a report on the Pitstone Memorial Hall Charity meeting on 26/9/16. The AGM would be held in November.
- 2) Cllr Karen Groom from Ivinghoe PC provided a report on the Tring Station meeting held on 15/9/16.
- 3) Cllr Stack provided a report on the Local Area Forum meeting held on 28/9/16 where the consultation on the proposed weight restriction on the A4146 had been discussed. It was **RESOLVED** to respond to the consultation and reiterate the need for cross-county working and a joint strategic freight strategy.
- 4) The feedback from the Simply Walk initiative, every Monday 10am from the Hub, was noted. Two other Active Bucks projects in the area were noted – the Community Allotment 10-12noon on Thursdays in Ivinghoe and the Beginners jogging 7.30pm on Tuesdays outside Pitstone Memorial Hall.
- 5) The mVAS data for Marsworth Road was noted.
- 6) It was noted that a tree on the allotment path had been vandalised.
- 7) The other reports were noted.

### 181/16 THE FOLLOWING REMINDERS WERE NOTED

- Parish Council meetings: 20/10/16, 24/11/16, 5/1/17
- Sports and Leisure Committee meetings: 10/10/16, 7/11/16, 12/12/16.
- PPP Publication dates: January, April, July, and October.
- AVALC (Aylesbury Vale Association of Local Councils) 28/10/16, 5/11 AGM – Cllr Saintey attending
- Meeting with Neil Gibson, Interim Chief Exec of BCC, 7pm 4/10/16, meeting room at Pitstone Memorial Hall – Cllrs Crutchfield, Starling, Nicholls, Blunt and Stack attending
- LAF meetings: 2/2/17, 1/6/17 and 5/10/17.
- Visit to Greatmoor Energy from Waste facility (Jez Elkin of FCC Environment) – date tbc – Cllrs Saintey, Crutchfield, Blunt, Arney and Clerk

### 182/16 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Thursday 20 October 2016. It was noted that the following would appear on the agenda:

- Consider annual donation to Royal British Legion & request wreath be placed in hall
- Quarterly grant consideration
- Neighbourhood Action Group
- Draft budget for 2017/18 and annual review of salary budgets
- Confirm arrangements for Christmas lights
- Set all meeting dates for 2017
- Determine hedge cutting requirements for this winter season

### 183/16 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 9.55pm.

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

Date: 20 October 2016