

# PITSTONE PARISH COUNCIL

**NOTICE IS HEREBY GIVEN OF THE MEETING** of the Parish Council  
to be held in the **Millennium Room** of the Memorial Hall on Thursday 26 January 2017 at **7.30pm**

Laurie Eagling, Clerk to the Council  
9 Warwick Road, Pitstone, LU7 9FE  
Tel: 01296 660791

Signed \_\_\_\_\_  
Date : 20 January 2017

## A G E N D A

1. **ATTENDANCE AND APOLOGIES**
2. **NEIGHBOURHOOD ACTION GROUP** – residents quarterly opportunity to raise questions or concerns with Thames Valley Police
3. **RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS** – residents monthly opportunity to raise their questions or concerns with the parish council
4. **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** from councillors on matters to be considered at the meeting
5. **MINUTES** - To resolve that the minutes of the parish council meeting held on 5/1/17 be signed as a correct record
6. **CLERK'S REPORT** – receive any update to the matters arising, for information only
7. **CORRESPONDENCE** - Consider correspondence received & receive notification of any additional items

### Committee Reports:

8. **SPORTS & LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**
  - 8.1 Note minutes of the committee meeting held on 12/1/17
  - 8.2 Approve planning application plus design & access statement re ball stop netting
  - 8.3 Note/approve remedial/maintenance matters required at the pavilion and/or open space
  - 8.4 Consider/approve if wish to participate in the Play around the Parishes, or alternative, Summer Holiday program
  - 8.5 Approve Summer Festival booking for June 2017 and associated matters
  - 8.6 **Allotments:**
    - a) Consider/approve updated Licence to Pitstone Allotment Association
    - b) Note other updates
  - 8.7 Consider/approve renewal of membership to Buckinghamshire Playing Fields Association
9. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
  - 9.1 Note minutes of Planning Committee meeting held on 5/1/17
  - 9.2 **Decisions:**
    - a) Barley End: 16/04006/APP: Demolition of part of existing dwellinghouse, stables and outbuildings; construction of replacement dwellinghouse and glasshouse; alterations to retained part of building for use as annex and garaging; and installation of ground loops for ground source heat pump. AVDC approved (PPC submitted no objections but comments on access)
    - b) 3 Morton Close: 16/04134/APP: Single storey front extension and conversion of garage to provide additional accommodation (Amendment to planning permission ref 16/02901/APP). AVDC approved (PPC submitted no objections)
10. **RECREATION GROUND CHARITY COMMITTEE – CLLR MATTEY, CHAIR OF COMMITTEE**
  - 10.1 Next meeting scheduled for 7/2/17. No report due.
11. **PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE**
  - 11.1 No report due.

### Working Group Matters:

12. **PITSTONE DEVELOPMENT AREA:** Note update. No actions arising.
13. **HOUSING:** Initial survey live during February. No actions due at present.

14. **TRAFFIC / HIGHWAYS / PATHS**
  - 14.1 Ben Hamilton-Baillie Project:
    - a) Consider result of Phase I Road Safety Audit
    - b) Consider TfB quotation for Phase II Feasibility Study and implications arising
  - 14.2 Path between Marsworth and Pitstone: Design/engineering report due March 2017.
  - 14.3 Cycle path along Northfield Road: No update due until February 2017.
  - 14.4 BCC freight strategy: initial workshop scheduled for 13/2/17
15. **PITSTONE YOUTH CAFÉ:**
  - 15.1 Consider feedback from Youth Forum visit to café on 18/1/17 and Action4Youth visit on 25/1/17

Other Issues:

16. **PITSTONE ANNUAL ASSEMBLY:** consider date, format, speakers and associated costs
17. **DEVOLVED SERVICES:** no issues raised this month
18. **STREET LIGHTING:** consider/approve any adjustments to specified LED lanterns
19. **WI 100<sup>TH</sup> ANNIVERSARY:** consider/approve proposals for May 2017
20. **ANNUAL REVIEW OF FOLLOWING POLICIES:**
  - 20.1 Charges, content and categories of information available within our publication scheme
  - 20.2 Grant Awarding Policy, Communications Policy and Community Engagement Strategy
  - 20.3 Standing Orders and Financial Regulations

Financial Issues:

21. **QUARTERLY CONSIDERATION OF GRANT & DONATION REQUESTS:** Consider/approve the grant applications from the Pitstone Community Film Club and Pitstone & Ivinghoe Entertainments
22. **ANNUAL REVIEW OF INTERNAL CONTROLS AND INTERNAL AUDIT:** Conduct review and determine any adjustments
23. **APPOINTMENT OF INTERNAL AUDITOR:** consider/approve quotation for internal audit of 2016/17 accounts
24. **QUARTERLY VAT RETURN:** note details of Q3 submission under Standard VAT accounting
25. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor information for the month.
26. **INTERNAL CONTROLS:** Conduct all necessary internal controls

Other Reports:

27. Receive feedback from AVDC's Modernising Local Government in Buckinghamshire presentation 11/1/17 – Cllr Dr Frearson
28. Note other reports, reminders, forthcoming events and agenda items for 23/2/17

This will conclude the public section of the meeting. There will then follow a number of agenda items where, in accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded due to the confidential/sensitive nature of the business or for other special reasons where publicity would be prejudicial to the public interest.

Items of a Confidential Nature:

29. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
  - 29.1 Note result of auto enrolment staff assessment and pension implications
  - 29.2 Confidential staffing item
30. **PLANNING:**
  - 30.1 Approve procurement of specialist planning advice re open space
  - 30.2 Approve procurement of specialist legal advice in relation to planning matter
31. **LAND AT THE CRESCENT:** Consider response from Carter Jonas, draft S106 application and draft counter-response
32. **VOLUNTEER OF THE YEAR 2017** – consider nominations and approve associated expenditure