

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF THE ANNUAL MEETING of the Parish Council
to be held in the **Millennium Room** of the Memorial Hall on Thursday 25 May 2017 at **7.30pm**

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

Signed _____
Date : 19 May 2017

A G E N D A

1. **TO ELECT A CHAIR FOR THE FORTHCOMING YEAR** and receive completed Declaration of Acceptance of Office
2. **TO ELECT A VICE CHAIR FOR THE FORTHCOMING YEAR**
3. **ATTENDANCE AND APOLOGIES**
4. **RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS** – residents monthly opportunity to raise their questions or concerns with the parish council
5. **TO NOTE DECLARATIONS OF INTEREST AND CONSIDER DISPENSATION REQUESTS** from councillors on matters to be considered at the meeting
6. **TO RECONFIRM STANDING DISPENSATIONS FOR THE FORTHCOMING YEAR**
7. **MINUTES** - To resolve that the minutes of the parish council meeting held on 27/4/17 be signed as a correct record
8. **CLERK'S REPORT** – to note updates to the ongoing matters, for information only
9. **TO REVIEW AND ADOPT THE FOLLOWING KEY POLICIES:**
 - 9.1 The Code of Conduct
 - 9.2 Standing Orders
 - 9.3 Financial Regulations
 - 9.4 Communications Policy
 - 9.5 Risk Management Policy and associated Assessment
10. **COMMITTEE STRUCTURE AND APPOINTMENTS**
 - 10.1 To determine the committee and working group structure for the forthcoming year
 - 10.2 To elect a Chairman and appoint members to each committee determined under point 10.1
 - 10.3 To appoint members to each working party determined under point 10.1
 - 10.4 To appoint parish council members to other bodies etc
11. **TO APPROVE THE TERMS OF REFERENCE AND DELEGATION ARRANGEMENTS**
12. **CORRESPONDENCE** - Consider correspondence received & receive notification of any additional items

Committee Reports:

13. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
 - 13.1 Note receipt of draft minutes of planning committee meeting held 9/5/17
14. **RECREATION GROUND CHARITY COMMITTEE – CLLR MATTEY, CHAIR OF COMMITTEE**
 - 14.1 No report due.
15. **PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE**
 - 15.1 No report due.
16. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
 - 16.1 No report due.
17. **SPORTS & LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**
 - 17.1 Note receipt of draft minutes of the sports & leisure committee meeting held on 12/5/17

Working Group Matters:

18. **HIGHWAYS / PATHS**
 - 18.1 Pitstone & Ivinghoe Safety Scheme: Meeting to be arranged with new County Councillor in June
 - 18.2 Path between Marsworth and Pitstone: Receive feedback from joint parish meeting on 5/5/17 (Cllrs Crutchfield, Stack and Arney)
 - 18.3 Path to College Lake: to consider if wish to investigate possibilities
 - 18.4 mVAS:
 - a) to note explorations continue, note update and carry forward to next agenda
 - b) to note receipt of report for Cheddington Road location
 - c) to note SWARCO investigating current detection issues
19. **PITSTONE YOUTH CAFÉ**: to adopt the updated policies for the forthcoming year and note receipt of the updated risk assessment from the Café Manager

Other Issues:

20. **DEVOLVED SERVICES:** No matters for consideration this month
21. **ORCHIDS ALONG WESTFIELD ROAD:** to approve changes to recommended management
22. **ANNUAL PARISH ASSEMBLY:** to determine actions arising for parish council
23. **LAND OFF WESTFIELD ROAD:** no report due. Arranging site visit.
24. **BCC LAND BY THE CRESCENT:** no matters for consideration this month
25. **AVALC:** to approve annual donation of £20.00
26. **COMMUNITY SELF-HELP/EMERGENCY PLAN:** to decide review process for current year
27. **COUNCIL INFORMATION:** to confirm member requirements re receipt of information
28. **PRIORITIES:** to confirm council priorities for forthcoming year
29. **PPP SUBMISSION:** to confirm parish council submission
30. **GULLICOTT WAY/YARDLEY AVENUE:** to note residents concerns and consider any actions arising
31. **DATA PROTECTION LEGISLATION:** note receipt of briefing and consider implications
32. **NALC/LGC SURVEY:** to consider if wish to participate
33. **GOOD COUNCILLORS GUIDE 2017:** note receipt and determine if additional copies required
34. **DFT CONSULTATION ON AIRSPACE MODERNISATION:** to consider if wish to respond

Financial Issues:

35. **ANNUAL REVIEW OF FINANCIAL AFFAIRS**
 - 35.1 To confirm ongoing direct debit and standing order arrangements
 - 35.2 To confirm payments arising as a result of continuing contract, statutory duty or obligation
 - 35.3 To confirm ongoing use of bank accounts and mandates
 - 35.4 To approve ongoing use of BACS
 - 35.5 To note ongoing use of General Power of Competence
 - 35.6 To confirm continuance of no allowance scheme for members
36. **GRANT/DONATION REQUESTS:** To determine application by Community First Responder
37. **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.
38. **INTERNAL CONTROLS:** Conduct all necessary internal controls
39. **FINANCIAL YEAR END:**
 - 39.1 to consider report from internal auditor IAC and matters arising
 - 39.2 to approve the year end bank reconciliation
 - 39.3 to approve the Annual Governance Statement
 - 39.4 to approve the Annual Return and associated Explanation of Variances
 - 39.5 to approve the Reconciliation between Box 7 and Box 8
 - 39.6 to approve the Exercise of public rights

Other Reports (not tabled for discussion):

40. Receive feedback from LAF traffic calming sub-group 10/5/17 – Cllrs Crutchfield & Stack
41. Receive feedback from BCC Unitary Engagement Session 22/5/17 – Cllr Dr Frearson
42. Note other reports, reminders, forthcoming events and agenda items for 29/6/17

This will conclude the public section of the meeting. 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 for the last items due to the sensitive nature of the business.

43. **PROTECTION OF OPEN SPACE:** to determine if any further actions arising
44. **UPCOMING PDA APPLICATIONS**

THE PUBLIC AND PRESS ARE WELCOME AT ANY OF OUR COUNCIL OR COMMITTEE MEETINGS