

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 26 January 2017  
in the Millennium Room at the Memorial Hall, starting at 7.35pm and  
concluding at 10.00pm

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## 279/16 ATTENDANCE AND APOLOGIES

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

Others present: Present throughout: District Councillors Derek Town and Sandra Jenkins, Aldbury parish councillor Robin McCarthy and resident Mr W Hawkins. Mrs J Groom present until 295/16. PCSO J Dodson present for item 280/16 only.

Apologies: It was **RESOLVED** to accept apologies from Cllrs Blunt and Stack (personal grounds).

## 280/16 NEIGHBOURHOOD ACTION GROUP – PCSO J DODSON

PCSO Dodson advised that there had only been 1 burglary and 1 theft from motor vehicle in the past 3 months in Pitstone. There had recently been a burglary in Aldbury and 1 in Dagnall. PCSO have been receiving lots of complaints about trial/motocross bikes on the land owned by Taylor Wimpey by the industrial units, and have had several reported instances of illegal hare coursing on land by Down Farm. It was **RESOLVED** that the parish clerk would provide PCSO Dodson with the contact details for Savills & Taylor Wimpey.

## 281/16 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.
- Several other declarations relating to specific individual items are noted throughout the minutes.

## 282/16 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

Mrs Groom made enquiries on behalf of the I&PUCC regarding the proposed summer festival and possible impact on the club. Council explained that great care had been taken to locate the marquee away from the cricket pitch and closer to the play equipment to eliminate any impact on cricket, and apologised for any delay in PIE (Pitstone & Ivinghoe Entertainments) having carried out their commitment to liaise with I&PUCC. It was **RESOLVED** that the clerk would speak to PIE.

## 283/16 MINUTES OF THE MEETINGS held on 5/1/17

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 5 January 2017 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

## 284/16 CLERK'S REPORT

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

- 1) Castlemead Issues: TDS confirm that they have completed the tender process and evaluation of quotations. Details were being sent to Taylor Wimpey for approval w/e 13/1/17. TDS were therefore hopeful that work would commence soon.
- 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. Another full tree survey is now due, as over 3 years has lapsed since the last one.
  - 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: No action can be taken by the parish council at this point. Unable to progress until the landowner is in a position to negotiate.
  - 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: 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 who advise that it will be at least end of January before repair carried out.
  - 12) Hedge Extension: on the recreation ground to be carried out by the Cricket Club. Plants arrived and will be planted shortly. Will circulate the proposed date in case anyone available to volunteer to assist.
  - 13) Litter bins for Yardley Avenue, the Recreation Ground and Hever Close: Received and awaiting installation by the contractor.
  - 25) Planning Section of village web site: Cllr Nicholls creating
  - 26) Commemorative tree for HM Queen Elizabeth 90<sup>th</sup> birthday: tree now planted. Procuring an additional protective shield and stake. Sign and plaque will be installed shortly.
  - 27) Secondary education bus costs: no further updates available from County Councillor A Davies
  - 28) 'Recreation Ground' tree works: commenced on 25/1/17. Anticipated to last into next week.

The following correspondence received this month was discussed and noted.

Aylesbury Vale District Council

- Planning notifications and correspondence – circulated electronically
- News for the Parishes – Circulated and posted electronically
- Modernising Local Government Exec Summary and meeting info – Circulated electronically
- HS2 update and information on AVDCs planning role – Circulated electronically
- Comparison between 1 & 2 council proposals – Circulated electronically
- Request for event information re summer roadshow - supplied

Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate
- Response to snow forecasts – Circulated electronically
- Who to call in the event of a flood – Circulated and posted electronically
- Survey for LAF members on barriers to healthy school travel – Circulated electronically
- LAF agenda – Circulated electronically
- Prevention Matters e:newsletter – Circulated electronically
- TfB satisfaction survey – Circulated electronically, no councillors requested a formal parish council response

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 where appropriate
- Active Places e:newsletter – Circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Chiltern Society e:newsletter – Circulated electronically
- SLCC e:newsletters – circulated electronically
- AVALC updates – Circulated electronically
- Green Grants e:newsletter – circulated electronically
- Community Impact Bucks e:newsletters – circulated electronically
- Hertfordshire County Council Year of Volunteering e:newsletter – Circulated electronically
- Public Sector Today e:newsletters – circulated electronically
- Action4Youth e:newsletters – circulated electronically
- Sage One e:newsletters – Circulated electronically
- Copy correspondence between Rushendon Furlong residents and AVDC – circulated to the planning committee
- Copy correspondence between a resident and Taylor Wimpey re land adjacent to factories – Circulated electronically
- Eon e:newsletter – Circulated electronically
- Met Office weather warnings – Circulated electronically
- Correspondence with a PPP advertiser – liaised with PPP editor and advertising manager
- Updated hall booking system user guide – Circulated electronically
- Correspondence from Carter Jonas re BCC land – Circulated electronically and added to agenda
- BALC notification of change of externally appointed auditor from Mazars to PKF Littlejohn from 2017/18
- Update from Bidwells re PDA – Circulated electronically
- Correspondence from a resident re street light – Circulated electronically
- Information from I&PUCC re forthcoming sessions – Circulated and posted electronically
- Aylesbury Youth Action enquiry re possible youth volunteering conservation projects – responded
- Ivinghoe parish council open event re outdoor fitness equipment – Circulated electronically
- Enquiry re parcel of land in Pitstone – provided contact details for agent

- Oxfordshire Clinical Commissioning Group consultation – Circulated electronically. It was noted that Cllr Dr Frearson may respond in a personal capacity. No councillors requested a formal parish council response.
- Clerks & Councils Direct Issue 109 – for circulation
- Clerk magazine Vol 48 – for circulation, with especially relevant articles circulated by hard copy
- Child Bereavement UK info re Snowdrop Walk – Circulated and posted electronically
- Best Kept Village Competition change of chair – Circulated electronically
- Iprint information – passed to PPP editor
- Enquiry from a resident re planning – responded
- Details of Woodland Trust consultation events re Tring Park – Circulated and posted electronically
- Details of Charity Rock n Roll night – Circulated electronically and added to web site
- Opus Energy info re Climate Change Levy – Circulated electronically
- Copy correspondence between AVDC and TW re open space – Circulated electronically
- Copy correspondence re Windmill Lodge planning appeal – Circulated electronically
- AVALC letter advising parishes to write to the secretary of state and/or MP if view on AVDC or BCC plans for modernising local government – Circulated electronically. Discussed later on the agenda.

#### Committee Reports

#### 286/16 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**

- 1) The draft minutes of the Sports & Leisure Committee meeting held on 12 January 2017 were noted.
- 2) It was noted that fencing/ball stop netting quotations were expected by 2/2/17 and architects quotations by 31/1/17.
- 3) It was noted that the parish council was meeting with Sports Ground Development and Paolo Aquila for P&IUF on 27/1/17.
- 4) It was **RESOLVED** to submit the planning application plus design and access statement for the ball stop netting/fencing, as per the circulated drafts. It was noted that minor amendments may be necessary upon award of contract.
- 5) It was noted that the following remedial matters required attention during the month and it was **RESOLVED** to meet the necessary associated costs: pavilion boiler room padlock broke & required replacement (£17.93); overhanging brambles removed from Windsor Rd playground (actioned by clerk); supply of toilet cleaner for pavilion purchased; broken catch removed from recreation ground gate near hall sports door (actioned by chairman). It was **RESOLVED** to remove the catch from the recreation ground gate located near the memorial hall main entrance (chairman to action).
- 6) After consideration of the various options and suppliers it was **RESOLVED** to book two x two hour play around the parishes sessions from AVDC for Summer 2017 (£340 per session).
- 7) Summer Festival
  - a) It was noted that a number of councillors had interests in this agenda item, particularly Cllrs Nicholls, Matthey and Arney who are members of the Parish Charity Committee. Therefore, these members abstained from the discussion and voting.
  - b) It was **RESOLVED** to accept the recommendation of the working party and grant permission for the PIE Summer Festival to be held on the Parish Charity owned land by the Recreation Ground to avoid any conflict with I&PUCC. Marque to be erected Tues 20 June and dismantled Mon 26 June. Community events on Thurs 22 June and Sunday 25 June. PIE events on Fri 23 June and Sat 24 June 2017. Formal application form awaited from PIE.
  - c) It was **RESOLVED** to bring forward the agenda item relating to consideration of a grant to Pitstone & Ivinghoe Entertainments (PIE). Following a discussion, it was **RESOLVED** to provide a grant/donation of £598.75 to cover the associated cost of ground hire from the Parish Charity, thus enabling the community events to progress and PIE to get re-established. The parish council to confirm that the provision of a grant only covered this particular hire and may not be awarded in future years. BACS details awaited from PIE.
- 8) Allotments
  - a) Cllrs Crutchfield and Saintey declared interests as tenants of the allotments and Cllr Crutchfield a further interest as a member of the Allotment Association; and therefore these councillors did not participate in the discussion or voting for this item.  
It was **RESOLVED** to renew the annual licence to Pitstone Allotment Association with the one amendment from the prior year to clarify hedge cutting responsibilities. Two councillors (without interests) were duly authorised to sign

- on behalf of the parish council. The licence will now be passed to Pitstone Allotment Association for counter-signature.
- b) It was noted that the Annual Notice of Fees, announcing the price freeze, has been published at the allotment site and via electronic media. Renewal letters will be issued in February for payment in March.
  - 9) It was **RESOLVED** to renew the annual membership to Buckinghamshire Playing Fields Association (cost £20.00).

287/16 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) The draft minutes of the Planning Committee meeting held on 5 January 2017 were noted. No new applications received to date.
- 2) It was noted that the parish council had submitted further comments to AVDC on the application regarding conversion of open space in The Pightle.
- 3) It was noted that Nicholas King intended to hold a public consultation event from 3pm to 7.30pm on 23 February 2017 regarding the Pitstone Development Area. A pre-meeting with the parish council has in the process of being arranged.
- 4) It was noted that Bellway intended to hold a public consultation regarding the Vicarage Road development from 8-9pm on 10 February, preceded with a meeting with the parish council from 7pm-8pm.
- 5) Decisions
  - a) **Barley End: 16/04006/APP:** Demolition of part of existing dwelling house, stables and outbuildings; construction of replacement dwelling house 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)

288/16 **RECREATION GROUND CHARITY COMMITTEE**

- 1) The next committee meeting is not scheduled until 7/2/17, so no report due.

289/16 **PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE**

- 1) No meeting held during the month, so no report due.

Matters Raised by the Working Groups

290/16 **PITSTONE DEVELOPMENT AREA**

The forthcoming public consultation by Nicholas King was noted and welcomed. It was noted that the developer hoped to submit their planning application by Easter and therefore be granted permission by the autumn.

291/16 **HOUSING NEEDS**

It was noted that the housing survey was being included as an insert in Pitstone Parish Post, delivered to every home (printing cost £292 + VAT). The online survey had been prepared, thanks to Cllr Nicholls, and would be publicised electronically from the start of February. Closing date 5/3/17.

292/16 **TRAFFIC/HIGHWAYS/PATHS**

- 1) Ben Hamilton Baillie project:
  - a) Ivinghoe parish council have now been provided with their Road Safety Report. The Pitstone report is not now due until the end of February 2017 (original eta had been August 2016).
  - b) TfB submitted quotations of £44,562.48 to undertake a Feasibility Study in Pitstone plus £38k to undertake the equivalent in Ivinghoe. The LAF are due to consider whether to make a grant contribution at their meeting in February. An all-party meeting to be arranged in March. It was **RESOLVED** to speak to County Councillor Avril Davies when she returns from leave, and to make enquiries about an alternative quotation from another supplier.
- 2) Path between Pitstone & Marsworth: Design/engineering works study commissioned from BCC/TfB via the LAF. Results due March 2017.
- 3) Cycle path along Northfield Road: Herts County Council and Bucks County Council were meeting at the end of January. Update to be provided in February.
- 4) BCC Freight Strategy: Initial workshop scheduled for 13/2/17, times tbc by BCC.

293/16 **YOUTH CAFÉ**

- 1) It was noted that the Youth Forum had attended café on 18/1/17 to canvas the opinion of the young people on facilities needed in their locality. Youth Forum will present their findings to the next LAF meeting.

- 2) It was noted that Action4Youth had attended the youth café on 18/1/17. A debriefing meeting is scheduled for 9/2/17.

Other Issues:

295/16 **PITSTONE ANNUAL ASSEMBLY**

- 1) It was **RESOLVED** to hold the Annual Assembly on Tuesday 16 May 2017 in the large hall at the Memorial Hall.
- 2) It was **RESOLVED** that council wished to produce an A5 agenda/publicity leaflet as per last year, and to meet the associated cost of printing plus stand-alone hand delivery to every property in Pitstone via a local resident. It was noted that the agenda must legally be published at least 7 clear days in advance ie by 4/5/17.
- 3) It was **RESOLVED** that council wished to employ the local resident to both set up/clear away the room, and to source/serve tea/coffee/biscuits at the Annual Assembly, and to meet the associated cost.
- 4) It was **RESOLVED** to invite the District Councillors/County Councillor/Thames Valley Police to attend and give presentations.
- 5) It was **RESOLVED** to invite the Williamson Trust & Town Lands Charity to attend.
- 6) Other agenda items, and consideration of guest speakers, deferred to the February meeting.

296/16 **DEVOLVED SERVICES**

No new items were identified as requiring attention.

297/16 **STREET LIGHTING**

- 1) It was **RESOLVED** to procure the supply the installation of a 19W S0 style LED lantern angled towards the carriageway for column 5a Cheddington Road/Chequers Lane (£598.75 + VAT) and to relocate the existing 29W LED lantern to the column outside the Memorial Hall entrance off Vicarage Road (£75 + VAT), as a trial lantern.
- 2) It was **RESOLVED** to procure the supply and installation of a 19W S2 style LED lantern angled towards the carriageway for column 5 The Pightle (£598.75 + VAT) and to relocate the existing 29W LED lantern to Church Road (£75 + VAT), as a trial lantern.
- 3) It was noted that the above two actions may exceed the annual budgeted expenditure on street lighting for the current financial year and **RESOLVED** to accept this overspend.

298/16 **WI 100<sup>TH</sup> ANNIVERSARY**

It was **RESOLVED** that the parish council would welcome the yarn bombing of the parish noticeboards as part of the anniversary celebrations in May 2017.

299/16 **ANNUAL REVIEW OF POLICIES**

The council conducted the annual review of the following policies. No changes or amendments were requested to the previously circulated drafts. It was **RESOLVED** to adopt the documents circulated and the Chairman was duly authorised to sign on behalf of the council.

- 1) The charges, content and categories of information available within the publication scheme
- 2) The Grant Awarding Policy, Communications Policy and Community Engagement Policy
- 3) Standing Orders
- 4) It was noted that the review of Financial Regulations was not due until May 2017.

Financial Issues:

300/16 **QUARTERLY CONSIDERATION OF GRANT AND DONATION REQUESTS**

Pitstone Community Cinema

It was noted that Cllr Nicholls had a pecuniary interest as Chairman of the Pitstone Community Cinema. It was noted that Cllrs Matthey and Starling had pecuniary interests as trustees of the Pitstone Memorial Hall charity, who would also benefit from the grant/donation. Therefore, these councillors did not participate or vote.

Following consideration of the grant/donation application, it was **RESOLVED** to award £1,000 to the Pitstone Community Cinema to fund the installation of both a donated projector, and a donated screen, into the main hall at Pitstone Memorial Hall which would improve the performance of the cinema and reduce the set up time considerably. It was noted that the Memorial Hall charity would make these facilities available to other hall hirers and thus improve their hiring opportunities.

- 301/16 **ANNUAL REVIEW OF INTERNAL CONTROLS AND INTERNAL AUDIT**
- 1) Council undertook the annual review of internal controls. It was **RESOLVED** that no changes or amendments were required and the Chairman was duly authorised to sign on behalf of the council.
  - 2) Council undertook the annual internal audit & review. It was **RESOLVED** that no changes or amendments were required and the Chairman was duly authorised to sign on behalf of the council.
- 302/16 **APPOINTMENT OF INTERNAL AUDITOR**  
Following consideration of the quotation it was **RESOLVED** to re-appoint IAC to act as Internal Auditor for the parish council's 2016/17 financial period (£350 + VAT).
- 303/16 **QUARTERLY VAT RETURN**  
It was noted that the Q3 VAT return, the first under standard (vs cash) VAT accounting, had been submitted and £1,157.08 refunded to the parish council by HMRC.
- 304/16 **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.
- 305/16 **INTERNAL CONTROLS**  
The regular internal controls had been conducted with no amendments requested or issues arising.

Other Reports:

- 306/16 **OTHER REPORTS**
- 1) Cllr Dr Frearson provided feedback from AVDC's Modernising Local Government in Buckinghamshire presentation held on 11/1/17, including the subsequent comparison between the two proposals circulated by AVDC. After considering this, and the letter from AVALC recommending parish councils to write to the Secretary of State, it was **RESOLVED** to write in support of the two unitary council model.
  - 2) Bollard knock-down on Marsworth Road was reported to Transport for Bucks (40030148) who attended and repaired on the same day.
  - 3) The other reports were noted.
- 307/16 **THE FOLLOWING REMINDERS WERE NOTED**
- Parish Council meetings: 23/2/17 NB this meeting will commence at 8pm, 30/3/17, 27/4/17, 25/5/17 Annual Meeting, 29/6/17, 27/7/16, 7/9/17, 28/9/17, 2/11/17, 30/11/17 and 4/1/18
  - Pitstone Annual Parish Assembly 16/5/17
  - Sports and Leisure Committee meetings: 9/2/17, 9/3/17, 13/4/17, 11/5/17, 8/6/17, 13/7/17, 10/8/17, 14/9/17, 12/10/17, 9/11/17 and 14/12/17
  - PPP Publication dates: January, April, July, and October.
  - AVALC 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
  - Party in the Park 1/7/17 on recreation ground/village green (Chilfest in Tring 8/7/17)
  - Lantra Basic Tree Inspection training 27/6/17 – Clerk attending
  - PIE Summer Festive 22-25 June 2017 on 'recreation ground'
  - The Pightle planning application possibly to be heard by AVDC Committee on 16/3/17 tbc
  - BCC Freight Strategy workshop 13/2/16 – Cllrs Dr D Frearson & B Saintey to attend
  - County Councillor elections 4/6/17
  - Nicholas King public consultation on Pitstone Development Area 3pm-7.30pm 23/2/17 in the Millennium Room
  - Bellway public consultation re Vicarage Road development 8-9pm on 10/2/17
  - WI 100<sup>th</sup> anniversary May 2017 including yarn bombing and picnic bench
- 308/16 **DATE OF NEXT MEETING**  
The next meeting of the Parish Council will be held on Thursday 23 February 2017. It was noted that the following would appear on the agenda:
- Review of unmetered inventory for Eon (delayed until know results of LED lantern amendments)

- Annual Review of the Policy on Reporting of Meetings of Council
- Town Lands Charity approval of appointment of two trustees
- Purchase of replacement noticeboard for outside the MayFu
- Approval of change of signatories at Unity Trust Bank (to replace Cllr Groom with Cllr Dr Frearson)
- Consideration of any orchid preservation in 2017 and display of the daffodil signs on Marsworth Road
- Report from Pitstone Memorial Hall Charity

309/16 **CLOSURE OF PUBLIC SESSION**

There being no further business to be transacted, the Chairman closed the public section of the meeting and the remaining member of the public departed.

There then followed 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 were excluded due to the confidential/sensitive nature of the business.

310/16 **STAFFING COMMITTEE**

- 1) Pension Liabilities  
It was noted that the auto-enrolment pension obligations commenced on 1/2/17. Council noted the pensions report provided including the assessment of all staff on the payroll and the resulting pension implications. The Chairman was duly authorised to sign the associated letters.
- 2) 10 year Anniversary  
The clerk was thanked for ten years of service to the parish council. It was **RESOLVED** that no actions arose.

311/16 **PLANNING**

- 1) It was noted that it had been necessary to procure specialist planning advice re open space (with approval from councillors) and **RESOLVED** to meet the associated cost (approx. £500).
- 2) It was **RESOLVED** to procure specialist planning advice relating to another planning matter (approx. £2.5-3k).

312/16 **LAND AT THE CRESCENT**

- 1) It was **RESOLVED** to submit an S106 application to AVDC for consideration.
- 2) It was **RESOLVED** to continue negotiations with Carter Jonas.
- 3) It was **RESOLVED** to appoint Horwood & James to act on council's behalf.

313/16 **VOLUNTEER OF THE YEAR 2017**

Consideration was given to the various nominations submitted this year, and a winner determined. It was **RESOLVED** to accept the associated cost of running the scheme including £50 cheque for the winner plus framed certificate.

314/16 **CLOSURE OF MEETING**

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

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

Date: 23 February 2017