

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 30 March 2017
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.50pm

348/16 ATTENDANCE AND APOLOGIES

Council present: Cllr Saintey (Chairman), Cllr Matthey (Recreation Ground Charity item onwards), Cllr Mrs Arney, Cllr Mrs Crutchfield, Cllr Starling, Cllr Blunt, Cllr Mrs Stack, Cllr Weber, Cllr Dr Frearson and Clerk: Laurie Eagling.

Others present: Present throughout: residents Mr W Hawkins and Mrs A Hawkins, Mr R McCarthy of Aldbury Parish Council.
Departing prior to 'financial issues': District Councillor Sandra Jenkins and the Conservative candidate for forthcoming County Council election, Mrs Anne White.

Apologies: It was **RESOLVED** to accept apologies from Cllr Nicholls (Vice Chairman) (work grounds) plus District Councillor Derek Town.

349/16 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 Committee)
- Cllr Starling has a standing declaration of interests in Pitstone Memorial Hall Charity (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.

350/16 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery. Anne White, the Conservative candidate for the forthcoming County Council elections introduced herself to those assembled. She has been canvassing the local area and introducing herself to local residents.

351/16 MINUTES OF THE MEETINGS held on 23/2/17

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 23 February 2017 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

352/16 CLERK'S REPORT

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

- 1) Castlemead Issues: TDS advise that remedial works will concentrate on Westfield Road in the first instance. No date provided at the time of writing.
- 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 1st occupation and 50% prior to 20th) to be spent solely on 1st 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 improved by Bellway development. Highways: Marsworth Rd up to Ivinghoe hope to go on resurfacing list for 2016/17. Glebe Close on future resurfacing list (not 2017). 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. Now outstanding for 12 months.
- 12) Hedge Extension: on the recreation ground to be carried out by the Cricket Club, delayed
- 13) Planning Section of village web site: Cllr Nicholls creating
- 14) Primary education provision: no further updates available from BCC
- 15) Secondary education bus costs: no further updates available from County Councillor A Davies
- 16) Cycle Path along Northfield Road: HCC continue to investigate
- 17) Noticeboard: landowner advises that it may be appropriate to investigate relocating into the footpath. This will require a Section 50 licence, commission of an approved Street Works Contractor and CAT scan. The clerk to investigate suitable positions with the notice-board manager.

353/16 **CORRESPONDENCE**

The following correspondence received this month was discussed and noted.

Aylesbury Vale District Council

- Planning notifications and correspondence – circulated electronically
- Copy correspondence between AVDC and TW re POS – Circulated electronically
- Press releases – Circulated and posted electronically
- News for the Parishes – Circulated electronically
- Election of Councillors to BCC notice of election and poster – passed to notice-board manager

Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate
- MyBucks e:newsletter – Circulated electronically
- Freight Strategy Workshop slides and report – Circulated electronically
- Prevention Matters e:newsletter – Circulated electronically
- County Councillor newsletter – Circulated and posted electronically
- Info on Unitary Proposal – Circulated electronically
- Information from County Council A Davies re Waste King – Circulated electronically
- Posters for new Active Bucks Box Fit sessions – Circulated and posted electronically
- Letter from Martin Tett re Future of Modern Government – 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 where appropriate
- Public Sector Executive e:newsletters – circulated electronically
- Chiltern Society e:newsletter – Circulated electronically
- Chiltern Conservation Board e:newsletter – Circulated electronically
- SLCC e:newsletters – circulated electronically
- Community Impact Bucks e:newsletters & training information – circulated electronically
- Hertfordshire County Council Year of Volunteering e:newsletter – Circulated electronically
- Aylesbury Town Centre event posters – passed to notice board manager
- Action4Youth e:newsletters – circulated electronically
- SLCC e:news – Circulated electronically
- Pensions Regulator e:newsletters – Circulated electronically
- Ivinghoe Old School Hub e:news: Circulated electronically
- Copy of presentation materials from Wakelin Associates/Nicholas King for display on the parish web site – Circulated and posted electronically
- Oxfordshire Clinical Commissioning Group Big Consultation Phase I – Circulated electronically
- BALC training course & S137 limit details – Circulated electronically
- BALC better broadband subsidy scheme info – Circulated and posted electronically
- BALC HS2 update – Circulated electronically
- BALC updated Legal Topic Notes – Circulated electronically
- BALC/LLACC information on public consultations re New Century Park/Wigmore – Circulated electronically
- Local Council's Update Issue 204 – for circulation
- Clerks & Councils Direct Issue 110 – for circulation
- Chiltern, Chiltern Society Magazine, issue 223 – for circulation
- Notification of price increase from Sage One – added to agenda
- Copy correspondence between Castlemead resident & TW re bikes – Circulated electronically
- CPRE Bucks Planning Roadshow – Circulated electronically for planning committee to advise if they wished to attend
- Note of thanks from 2 residents re LED street lighting – Circulated electronically
- Hertfordshire CC notification of Hertfordshire Forward Conference – Circulated electronically
- Correspondence with resident with problems experienced with TVP 101 – copied to TVP and LAF/S&L members
- Herts CC Annual Partnership Meeting notification – Circulated electronically
- NALC letter re precept increases in parishes – Circulated electronically
- Eon monthly e:newsletter – Circulated electronically
- Tour de Vale bike ride info – Circulated electronically
- HCC Fostering Update – Circulated electronically
- 48 letters from the year 6 children at Brookmead school – circulated examples and responded to teachers
- Copy correspondence between potential nursery provider and developers/agents – Circulated electronically to working party
- Letter from Helen & Douglas House in Oxford requesting donation – For circulation
- Chilterns AONB walking festival information – Circulated electronically
- "Well Maintained Highways 2016" – Circulated electronically
- Correspondence from Pitstone Memorial Hall re bookings – Circulated electronically
- Parish Liaison Meeting agenda – Circulated electronically
- Lloyds Bank letter re improvements to commercial card support services – retained for reference
- Notification of a meeting in Mentmore re waste application for Cheddington airfield – Circulated electronically in case councillors wished to attend
- Mazars audit paperwork – retained for use
- BALC minutes of parish liaison meeting & slides –Circulated electronically
- ALCC email re proposed changed to standard terms for clerks – Circulated electronically
- Info on collection of honeybee swarms – Circulated electronically, already on website & retained for ref
- LCR magazine Spring 2017 – for circulation
- The Clerk magazine Vol 48 – for circulation

- BALC training course info – Circulated electronically for councillors to advise if they wished to attend
- Parish Online updated website info – Circulated electronically
- ROSPA playground inspection training course info – Circulated electronically for councillors to advise if they wished to attend
- BALC request for local photographs – Circulated and posted electronically
- LLA e:newsletter re Luton airport redevelopment – Circulated electronically
- UK Power Networks e:newsletter – Circulated electronically
- Letter from Anglian Water Business regarding joining with NWG Business, no action necessary – retained for ref
- Letter from Opus Energy re increase in electricity at pavilion within the pass-through amounts within our contract – retained for info
- Invitation to the opening of the refurbished bar, hall and foyer at Memorial Hall 4-7pm 2/4/17 – Circulated electronically
- Correspondence from RPS re diversion of electricity underground & removal of 4 x poles (with street lanterns) in Vicarage Road – Circulated electronically, for discussion post the agenda item on street lighting policy

Committee Matters:

- 354/16 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
- 1) The draft minutes of the planning committee meetings held on 27 February and 20 March were noted.
 - 2) Cllr Crutchfield provided an update from the planning committee meeting held earlier in the evening (30 March 2017).
- 355/16 **PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE**
No meeting held during the month, so no report due.
- 356/16 **RECREATION GROUND CHARITY COMMITTEE**
- 1) The draft minutes of the Recreation Ground Charity meeting held on 7 March 2017 were noted.
 - 2) It was **RESOLVED** to re-confirm the parish council's willingness to undertake all day-to-day maintenance of the village green/recreation ground charity land as part of the parish council open space management, and meet all associated cost (the council was meeting all this cost anyway via grants to the charity).
 - 3) It was **RESOLVED** to instruct Horwood and James to investigate options to wind-up the Recreation Ground Charity. The land would still be protected by the village green status and the parish council would still be responsible. There is therefore no benefit or purpose to the charitable status.
 - 4) It was **RESOLVED** to meet the cost of supply & installation of the WI commemorative picnic table in the play area (approx. £295) ahead of the installation of the play space which included the installation of the picnic tables. This will be partly offset by a donation from the WI for £250.
 - 5) It was noted that Active Bucks were now holding their new Box Fit classes on Ivinghoe Lawn rather than the Recreation Ground to avoid any clash with cricket.
- 357/16 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**
- 1) The draft minutes of the Sports & Leisure Committee meeting held on 2 March 2017 were noted.
 - 2) It was noted that three padlocks had required replacement at the pavilion and it was **RESOLVED** to meet the associated cost. It was noted that a replacement gate for the Windsor Road playground would appear on the April agenda (S106 monies held), and that a section of wet pour/concrete edging around the Hever Close roundabout plus a fence post by the gate on the Recreation Ground were being monitored.
 - 3) Allotments:
It was **RESOLVED** to approve the transfer of annual subscriptions to Pitstone Allotment Association, collected on their behalf along with the tenancy fees (£73 plots x £6.50 = £474.50). It was noted that 2 tenants were yet to pay, 2 others yet to return their signed tenancy agreements and 1 plot was currently empty with no waiting list. Advertising had taken place by PAA.
 - 4) Off Pitch Cutting Costs at Sports Pavilion:
It was **RESOLVED** to accept the increase in off-pitch cutting costs, to £70 per cut.
 - 5) Open Space Ground Maintenance:
 - a) It was **RESOLVED** to re-appoint the existing contractors for maintenance of the open space at the play areas, sports ground, village green, land by The Crescent, leaf clearance from the recreation ground etc (hedge cutting to be considered later in the season). It was **RESOLVED** that no changes were required to the frequency or scope of works. It was **RESOLVED** to accept the associated quotations detailed in the clerks report.

- b) It was noted that National Trust were taking on more of an active role in the maintenance of Pitstone Hill car park and therefore may wish to undertake their own grass cutting. It was **RESOLVED** that Cllr Saintey, as a member of the NT Ashridge Estate Committee, would clarify the position with NT and report back to council.
- c) It was noted that mowing of the old allotment roadway may not be necessary given the increased involvement of the site developer. It was **RESOLVED** to enquire with Pitstone Parish Charity.
- 6) Annual Playground Inspections:
Following consideration of three quotations it was **RESOLVED** to appoint Wicksteed to carry out the annual playground inspections at a cost of £45 + VAT per play area.
- 7) Business Rates Relief:
It was noted that AVDC had granted 100% relief from the business rates associated with the sports pavilion (as in previous years).
- 8) It was **RESOLVED** to move consideration of the grants relating to the football works at the sports pavilion to the confidential section of the agenda due to the sensitive nature of the discussions.
- 9) Architectural Services:
It was noted that the meeting had taken place to assess the submissions. The council wished to thank Brian Brooks for his assistance. It was noted that some clarifications had been sought from the architects prior to final decision.
- 10) Ball Stop Netting at Sports Pavilion:
It was noted that the planning application had been submitted to AVDC along with all additional supporting information that they had requested. The council was currently waiting for AVDC to validate and publicise the application.

Matters Raised by the Working Groups:

358/16 PITSTONE DEVELOPMENT AREA

Nicholas King / Wakelin Associates were meeting with the parish council on 7/4/17 at 9.15am to provide feedback from the public consultation and a final layout prior to submission of their application. Geotechnical studies were complete. Archaeological investigations taking place last week in March and first week in April – no significant findings to date.

359/16 HOUSING NEEDS

It was noted that there had only been 10 respondents to the housing needs survey. Some of those responding requested an increase in homes available for shared ownership within the village. The results of the survey and the advice/feedback from the AVDC housing officer were considered.

- a) It was **RESOLVED** to write to the 10 respondents and provide the contact details for Bucks Home Choice (council properties), Help to Buy (shared ownership properties) and Hightown Housing Association (operating the shared ownership properties at the Rushendon Furlong site).
- b) It was **RESOLVED** to publicise these details via PPP, website, Facebook and Twitter.
- c) It was **RESOLVED** to provide the top line information to Town Lands Charity in case they wished to expand their property portfolio.
- d) It was **RESOLVED** that there was insufficient demand at present to justify commissioning a full Housing Needs Survey.

360/16 TRAFFIC/HIGHWAYS/PATHS

- 1) Ben Hamilton Baillie project:
It was noted that there was a joint meeting re Phase II Feasibility Study later in April.
- 2) Path between Pitstone & Marsworth: Design/engineering works study commissioned from BCC/TfB via the LAF. Results due March 2017 but not yet available.
- 3) mVAS
 - a) The mVAS reports for Marsworth Road and Vicarage Road were noted.
 - b) It was **RESOLVED** that Cllrs Starling and Frearson would undertake initial further investigation of the data.
 - c) It was noted that the annual service of the mVAS equipment had taken place and all was satisfactory.
 - d) It was noted that Taylor Wimpey had indicated that it may now be possible to locate an additional ground screw along Westfield Road and investigations were progressing and would come before a future council meeting for consideration.

- 361/16 **YOUTH CAFÉ**
- 1) It was **RESOLVED** to approve attendance for 2 x youth café workers to attend a training course (1 x first aid & 1 x managing behaviour) at a cost of £60.
 - 2) It was noted that the youth café electrical equipment was being PAT tested over the Easter holidays.
 - 3) An issue was raised with regard to inappropriate language and it was **RESOLVED** to provide feedback to the café manager.

Other Issues:

- 362/16 **PITSTONE ANNUAL ASSEMBLY**
- 1) Cllr Starling submitted his apologies for the annual assembly.
 - 2) Cllr Blunt/Saintey to prepare a stand about sports & leisure, Cllr Weber/Nicholls to prepare a stand about the village centre and Cllr Arney to prepare a stand about the path to Marsworth. Anyone requiring materials to advise the clerk with plenty of notice.
 - 3) It was **RESOLVED** to check with the Community Cinema if they wished to showcase their new projection equipment.
 - 4) It was **RESOLVED** that approve the draft agenda and the chairman was duly authorised to sign.
- 363/16 **VOLUNTEERS IN THE PARISH**
- It was **RESOLVED** to give further thought to this issue and consider if there was an opportunity to hold a 'thank you' event for all volunteers in the parish (approx. 370).
- 364/16 **PITSTONE MEMORIAL HALL CHARITY**
- It was noted that Cllr Matthey had resigned from this charity due to work commitments and that Cllr Starling (already a trustee at the hall) had taken over as the Parish Council representative.
- 365/16 **VOLUNTARY PPP DISTRIBUTION CO-ORDINATOR**
- It was **RESOLVED** to appoint Rachel Weber as the new PPP Distribution Co-ordinator and to pass Rachel the council's thanks.
- 366/16 **DEVOLVED SERVICES**
- a) No new items were identified as requiring attention this month.
 - b) It was **RESOLVED** to re-appoint the existing contractors (J Leonard and R Porter) (still within the anticipated 4 year period) and re-confirm the same level of desired service as per last year ie 6-8 cuts of the grass verges between April and October depending on weather/growth rate plus 1-2 cuts/strims of the footpaths/BOATs depending on the path in question.
 - c) It was **RESOLVED** to accept the associated costs (£500per cut for grass verges, £300 to clear curb side weeds, £25 hourly rate for ad-hoc, 15ppm footpath strimming & £282 for 3 nominated paths).
 - d) It was **RESOLVED** to commission J Leonard to clear the curb side weeds from the roundabout area and Marsworth Road area as per last year (£300) towards the end of May.
- 367/16 **BCC LAND AT THE CRESCENT**
- a) It was noted, and welcomed, that Bucks County Council had accepted the offer of £10k plus legal costs from the Parish Council and supplied a draft Heads of Terms. It was **RESOLVED** to pass to Horwood and James for action. As per last month's minutes, it was noted that S106 funds were available for this procurement.
 - b) Council would like to thank Sue Gregory for her contribution during the Neighbourhood Planning process and collection of signatures campaigning to protect this land from development, which in part, has enabled this transaction.
- 368/16 **BALC COUNCILLOR TRAINING**
- In line with the council's training policy, it was **RESOLVED** to meet the associated costs of training for Cllr Weber ie £57.90 Demystifying Planning and £37.06 Chairmanship Skills. Places had been reserved prior to the meeting to guarantee space.
- 369/16 **ANNUAL MEMBERSHIP TO COMMUNITY IMPACT BUCKS**
- It was **RESOLVED** to renew the annual membership at a cost of £25.00
- 370/16 **PROTECTION OF WILD ORCHIDS ALONG WESTFIELD ROAD**
- It was **RESOLVED** to seek permission from Taylor Wimpey/BCC/AVDC to protect 3 sections of verge/bank containing over 400 emerging wild orchid plants, and publicise via our media channels.

- 371/16 **BEST KEPT VILLAGE COMPETITION**
It was **RESOLVED** to enter the Best Kept Village competition (cost £20).
- 372/16 **UNMETERED ELECTRICITY FOR STREET LIGHTING**
Following consideration of three quotations, it was **RESOLVED** to switch to a 12m contract with Opus Energy as this was the most cost effective at approx. £3,679.32 per annum (and enter into the necessary change of direct debit).
- 373/16 **STREET LIGHTING**
- a) It was **RESOLVED** to amend the street lighting policy to provide for 19W LED lanterns with restricted illumination patterns in built-up, closely populated areas and to install 29W lanterns in through roads/where columns were sparse/at junctions or where properties were set back.
 - b) It was **RESOLVED** to apply this retrospectively and replace columns 2, 3 and 5 in The Pightle with 19W lanterns angled to throw light on the highway as much as possible and relocate the 3 x 29W lanterns. Approx. cost = £1,800 + VAT for the new lanterns and £75 + VAT per unit to relocate the 29W lanterns.
 - c) It was **RESOLVED** to complete the conversion of Church Road to LED via replacing the 2 remaining lanterns with 2 x 29W LED lanterns relocated from The Pightle.
 - d) It was **RESOLVED** to relocate the 3rd lantern from The Pightle to Vicarage Road, opposite the junction with The Pightle.
 - e) It was **RESOLVED** to complete the conversion of Old Farm to LED, requiring 3 x 19W lanterns at an approx. cost of £1,800 + VAT.
 - f) It was **RESOLVED** that it was not necessary to leaflet drop properties as the lighting policy had been publicised in PPP and via electronic media.
 - g) It was noted that there is an approx. lead-time of 3 weeks for LED lanterns plus installation time.
 - h) It was **RESOLVED** to apply the amended policy to the request re street lighting by the Bellway development. It was noted that in April UK Power would be removing 4 x electricity poles that currently housed parish council light units as they diverted the supply underground. It was noted that BCC had confirmed that it was within the parish council rights to request replacement columns from the developer, and that the council could request these to be installed ahead of the main development. It was **RESOLVED** to therefore request 4 x replacement columns with 29W LED lanterns (plus associated commuted sums) in line with the amended policy above.
- 374/16 **BEACONS OF THE PAST/HILLFORTS IN THE CHILTERNES**
As there is no hill fort in the parish of Pitstone it was **RESOLVED** not to supply a donation to this project.

District Councillor Sandra Jenkins and Conservative Candidate Anne White then departed the meeting.

Financial Issues:

- 375/16 **SAGE SUBSCRIPTION**
It was **RESOLVED** to attempt to negotiate a smaller increase in monthly fee from Sage as it was felt a 50% uplift was unacceptable.
- 376/16 **ANGLIAN WATER**
It was noted that the name of the legal entity that collects our direct debits is changing from Anglian Water Services Limited to Anglian Water Business (National) Limited from 1/4/17. No actions necessary from the council.
- 377/16 **CHAIRMAN'S WAIVE OF ANNUAL EXPENSES**
It was noted that the Chairman had once again waived his right to submit an expense claim for the year.
- 378/16 **FINANCIAL POSITION AND PAYMENTS**
- 1) The bank reconciliation was noted and duly signed by a member of the council.
 - 2) The council noted the income, expenditure, debtors and creditors' information plus the monthly budget summary 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.
- 379/16 **INTERNAL CONTROLS**
The regular internal controls had been conducted with no amendments requested or issues arising.

380/16 FIRST DRAFT OF YEAR END FIGURES

The first draft of the year end monthly budget summary and the top line year-end figures with commentary was noted. Full year end information to be provided at the April council meeting.

Other Reports:

381/16 OTHER REPORTS

- 1) The information provided by Safran relating to parking along Westfield Road and the relaying of their car park was noted.
- 2) Cllr Saintey provided feedback from the AVALC meeting including the updated New Homes Bonus position and the introduction of a new NHB Micro grant (up to >£1k) to replace the Community Chest.
- 3) The other reports were noted.

382/16 THE FOLLOWING REMINDERS WERE NOTED

- Parish Council meetings: 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
- Sports and Leisure Committee meetings: 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: 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
- Village Festive 22-25 June 2017 on 'recreation ground'
- County Councillor elections 4/6/17
- WI 100th anniversary May 2017 including yarn bombing and picnic bench
- 2 x 2hr play around the parish sessions booked for August – 10am-12noon on Tues 8 Aug and 2-4pm on Thurs 24 August
- St George's Day parade, 23/4/17 – Cllr Saintey attending
- Internal Audit by IAC 11/5/17
- Demystifying Planning BALC training 22/5/17 10am-4pm – Cllr K Weber attending
- Chairmanship Skills BALC training 12/10/17 6.30-9pm – Cllr K Weber attending
- Councillor Induction training 26/4/17 – Cllr D Frearson attending

383/16 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Thursday 27 April 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)
- Year End reconciliations between bank accounts eg reserves/S106
- Prepare Annual Report for council. MUST now include details of Devolved Services including (i) how any complaints have been handled and (ii) details of how the funded has been expended. Must be shared with BCC by end May.
- Prepare Year End figures, Annual Return, Year End Accounts and Year End Report
- Prepare Trustees Annual Report and Accounts, plus Annual Returns, for Pitstone Parish Charity and Pitstone Recreation Ground Charity
- Review content of Guide to Information Available on web (quarterly)
- DDA bi-annual consultation with community re play equipment due 2016
- VAT Return
- Quarterly grant consideration
- NAG
- Annual fire extinguisher check for pavilion due May
- Annual check of all electronic banking payment details held for suppliers etc.
- Review youth café contract with Dave Rollins
- Review all youth café policies and risk assessments
- Playground gate for Windsor Road
- Westfield Road possible mVAS

No further items were requested for the agenda.

384/16 CLOSURE OF MEETING

Before the meeting was officially closed, Mrs A Hawkins asked that the council give consideration to:

- (a) requesting that all residents assist with the upkeep of the village and the frontage of their properties for the Best Kept Village competition.
- (b) Investigating planting of daffodils along the Vicarage Road verge as the Marsworth Road verge looked so lovely now it was in flower.

Cllr Arney asked that we remind residents that fly-posting, including on telegraph poles, is illegal as a large number of posters had recently appeared in the village.

There being no further business to be transacted, the Chairman closed the public section of the meeting, thanked the members of the public for their attendance and then the members of the public departed.

This concluded 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 were excluded for the last items due to the sensitive nature of the business.

385/16 **STAFFING COMMITTEE**

- a) It was noted that consideration of the hourly rate for the litter pickers and the clerking matters were being considered by the Staffing Committee on 3/4/17. It was **RESOLVED** to delegate authority to the committee to implement any required actions on behalf of the council so that they might be incorporated within the April payroll.
- b) It was noted that the year-end payroll had been implemented and completed including the issue of P60's.

386/16 **LAND OFF WESTFIELD ROAD**

It was noted that a site visit was scheduled with AVDC biodiversity and leisure on 3/4/17 after which the council could give the matter greater consideration. All councillors were encouraged to visit the site.

387/16 **SPORTS AND LEISURE COMMITTEE** (confidential items)

- a) The liabilities associated with the Football Foundation grant were noted. It was **RESOLVED** to act as the required joint applicant to P&IUCs grant application if/when the club satisfied the council's requirements. Meeting being arranged with P&IUC.
- b) It was **RESOLVED** to enter into a one year rolling licence permitting use of the ground with P&IUC if/when the club satisfied the councils requirements.
- c) It was **RESOLVED** to submit an S106 grant application towards the redevelopment of the pavilion to cover the fencing, architects fees and associated additional reports.
- d) It was **RESOLVED** to delegate power to the Sports & Leisure Committee to determine the exact submissions/wording of the above three documents.

Signed: _____
Chairman

Date: 27 April 2017