

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 27 April 2017
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 10.20pm

1/17 ATTENDANCE AND APOLOGIES

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

Others present: Present throughout public session: residents Mr W Hawkins and Mr M London, Mr R McCarthy of Aldbury Parish Council, District Councillor Derek Town and County Councillor Avril Davies. Resident Mr T Clare was present until the item on the footpath to Marsworth.

Apologies: It was **RESOLVED** to accept apologies from Cllr Matthey (work grounds), Cllr Blunt (work grounds) plus District Councillor Sandra Jenkins.

2/17 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

Mr T Clare raised two questions relating to (1) matters surrounding the TEN request at the sports pavilion and (2) matters relating to the Memorial Hall Charity request relating to parking provision within the proposed Pitstone Development Area. Both matters had been discussed in confidential sessions. It was **RESOLVED** to investigate both questions and respond to Mr Clare in due course.

3/17 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, whilst not present, 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 Trustee to the charity)
- Cllr Saintey has a standing declaration of an interest as a member of the National Trust Ashridge Estate committee
- Cllr Saintey declared an interest as a member of the AVALC committee.
- Cllr Starling declared an interest as a resident of Vicarage Road in Pitstone.

4/17 MINUTES OF THE MEETINGS held on 30/3/17

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 30 March 2017 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

5/17 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: 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. Community Chest grant extended until 28/1/18.

- 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.
Andrew Clarke at BCC advised 6/4/17 that they were pursuing the transport contribution and would be back in touch in due course to work with the parish council on delivery.
- 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) Vicarage Road Street lighting impact: In April 2017 Bellway/UK Power Networks removed 4 poles outside 100-120 Vicarage Road to divert power underground. Parish Council requested 4 replacement aluminium columns, 29W S1 LED, ahead of main development.
- 11) 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. Glebe Close on future resurfacing list (not 2017). Bus box at Rushendon Furlong junction to be considered as part of resurfacing. Replacement sign post for Marsworth Road (eroded at base).
- 12) Roundabout lighting knockdown: TfB passed to BCC lighting dept. (40014955) 24/3/16. Now outstanding for 12 months.
- 13) Hedge Extension: on the recreation ground to be carried out by the Cricket Club, delayed
- 14) Planning Section of village web site: Cllr Nicholls creating
- 15) Primary education provision: no further updates available from BCC
- 16) Cycle Path along Northfield Road: HCC continue to investigate
- 17) Noticeboard: no progress this month. Meeting scheduled with TfB Wed 17 May
- 18) Street Lighting: 6 x 19W LED for The Pightle and Old Farm due for delivery in May, when 3 x 29W will also be relocated to Church Road and Vicarage Road. Supplier advises 1 week delay.
- 19) Picnic bench: 8 seater wooden bench and plaque received and installed.
- 20) Pitstone Hill car park grass: National Trust advised that they did not have the necessary equipment to cut this area of grass and therefore the parish council should continue their maintenance
- 21) Change of street lighting energy supplier: In progress, Opus sending contract paperwork & liaising with Eon, dd completed and returned.
- 22) Unmetered electricity annual consumption summary: volunteer resident updating for submission to UK Power and energy provider
- 23) Playground Inspections: annual playground inspections booked with Wicksteed, 8-10 week lead-time, so ETA early June.
- 24) Annual Assembly: scheduled for 16 May
- 25) Orchids along Westfield Road: Both BCC and AVDC approved. TDS advised Dreamview. Publicity and neighbour notifications to be undertaken & signs erected.
- 26) Best Kept Village Competition: entry submitted. Judging in June or July
- 27) Change of signatories at unity: completed.

The following correspondence received this month was discussed and noted.

Aylesbury Vale District Council

- Planning notifications and correspondence – circulated electronically
- Amendments to the register of electors – Circulated electronically
- Press releases – Circulated and posted electronically
- Notice of Poll for BCC election – passed to notice-board manager
- Notification of AVDC VALP consideration meetings – Circulated electronically

Bucks County Council and Transport for Bucks

- Road work / road closure alerts – circulated and posted electronically where appropriate
- MyBucks e:newsletter – Circulated electronically
- Acknowledgement of planning application submission re airfield – retained
- Notification that County Councillors now within Purdah period – Circulated electronically
- HS2/Highway routes – Circulated electronically
- Posters for Box Fit classes from Active Bucks – passed to notice-board manager
- Copy of Cllr Davies's submission re Waste King application – Circulated electronically
- LAF traffic calming subgroup meeting info 10/5/17 – Circulated to LAF members
- Prevention Matters e:newsletter – Circulated electronically
- Notice of extension of footpath diversion/closure – Circulated electronically
- Survey of parishes with mVAS – Circulated electronically with draft responses. Must be returned by 1/5/17.

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
- Public Sector Today e:newsletters – Circulated electronically
- Chiltern Society e:newsletter – Circulated electronically
- SLCC e:newsletters – circulated electronically
- Came & Co e:newsletters – Circulated electronically
- BMKALC e:newsletters – Circulated electronically
- Community Impact Bucks e:newsletters – circulated electronically
- Aylesbury Town Centre event posters – passed to notice board manager
- Action4Youth e:newsletters – circulated electronically
- Ivinghoe Old School Hub e:news: Circulated electronically
- Parish Online e:newsletters – Circulated electronically
- Chiltern Conservation Board update on Hill fort project – Circulated electronically
- PAA risk assessment – Circulated electronically and retained on file
- Hearing Dogs for Deaf event posters – passed to notice-board manager
- Updated Governance and Accountability a Practitioners Guide 2016 – Circulated electronically and retained for reference
- Correspondence from both County and District Councillors plus other parishes re Cheddington airfield planning application – Circulated electronically
- LED lighting article from newspaper – Circulated electronically
- Copy of response from Mentmore parish council to Waste King planning application – Circulated electronically
- Active Places e:newsletter – Circulated electronically
- Thames Valley Police and Crime Plan – Circulated and posted electronically
- LLACC report – Circulated electronically
- Valuation Office Agency accounts change notification – Circulated electronically & retained for reference
- Email re renewable energy feasibility studies – Circulated electronically for councillors to advise of any interest
- BALC Housing White Paper consultation – Circulated electronically and added to agenda
- Ashridge Estates Committee info re restructure and departure of Lawrence Trowbridge - Circulated electronically

- Email from Bellway advising that AVDC had now published the updated planning submission – emailed to Chair of Planning. All councillors already notified that application published.
- Information from Rushendon Furlong resident re damage to footpath – Circulated electronically, submitted copies to BCC and TFB as requested by resident
- Enquiry from resident and County Cllr A Davies re rats near Brook End – liaised with AVDC Environmental Health and Brookmead School
- Best Kept Village competition posters – passed to notice-board manager
- Dept. for Communities & Local Government – acknowledgement of receipt of letter re future of government in Bucks
- Local Councils Update Issue 205 – for circulation
- AVALC request re planning dept. info (to be discussed at planning meeting) & donation request (to be added to May agenda) – Circulated electronically
- NALC e:newsletter – Circulated electronically
- BALC Matters Arising e:newsletter – Circulated electronically
- Sage e:newsletter – Circulated electronically
- CPRE Planning seminar invitation – Circulated electronically for councillors to advise if wish to attend

Committee Matters:

- 7/17 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
- 1) The draft minutes of the planning committee meetings held on 30/3/17 were noted.
 - 2) Cllr Crutchfield provided an update from the planning committee meeting held earlier in the evening (27 April 2017).
- 8/17 **PITSTONE PARISH CHARITY COMMITTEE – CLLR NICHOLLS, CHAIR OF COMMITTEE**
- No meeting held during the month, so no report due.
- 9/17 **RECREATION GROUND CHARITY COMMITTEE**
- 1) No meeting held during the month, so no report due.
 - 2) It was noted that the charity was still waiting for a formal response from Horwood & James.
 - 3) It was noted that the charity had granted permission for Bucks Active to provide dog agility classes on the recreation ground on Thursday mornings June-August. Booking form awaited.
- 10/17 **STAFFING COMMITTEE**
- 1) The draft minutes of the staffing committee meeting held on 3/4/17 were noted and approved.
 - 2) It was noted that council had requested a tighter focus on priorities to reduce the workload on the clerk.
- 11/17 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**
- 1) The draft minutes of the Sports & Leisure Committee meeting held on 13/4/17 were noted.
 - 2) It was **RESOLVED** to support P&IUFC and act as a joint applicant in their grant application to the Football Foundation for £14,297.50. It was **RESOLVED** to accept the associated Terms and Conditions including the claw back liabilities. It was noted that P&IUFC had agreed to present financial information quarterly to the parish council and enter into a closer working relationship with the parish council.
 - 3) It was **RESOLVED** to submit a grant application for the release of S106 funds to cover this summer's fencing project plus the appointment of architectural services and associated reports etc (£29,000).
 - 4) It was **RESOLVED** to enter into a rolling annual occupational licence with P&IUFC and the Chair of the Sports & Leisure Committee duly authorised to sign on behalf of the council.
 - 5) It was noted that final confirmations were being sought from the architects to queries.

Matters Raised by the Working Groups:

- 12/17 **TRAFFIC/HIGHWAYS/PATHS**
- 1) Ivinghoe & Pitstone Safety Scheme: It was **RESOLVED** for County Councillor Avril Davies to provide feedback to the meeting as she chaired the joint meeting on 24/4/17. Cllr A Davies and Simon Garwood to arrange a workshop with Mark Avril and Andrew MacDougall to scope specifics and priorities. It was noted that the parish councils may be due a refund from the LAF as the final cost of the Road Safety Reports was much lower than charged.

- 2) Path between Pitstone & Marsworth: It was disappointing that the engineering works study had not yet commenced. BCC/TfB requested meeting with parishes 5/5/17.
- 3) mVAS:
 - a) No progress this month. Meeting with TDS/TfB 17/5/17.
 - b) Any further comments re draft response to BCC survey of parish experience with mVAS to be provided to clerk by 28/4/17.

13/17 **YOUTH CAFÉ**

- 1) Café Manager reviewing policies and risk assessment, which will come before council for consideration/approval at the next meeting.

Other Issues:

14/17 **DEVOLVED SERVICES**

- a) No new items were identified as requiring attention this month.
- b) Update regarding this year's grass cutting noted.

15/17 **HOUSING WHITE PAPER CONSULTATION**

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

16/17 **BALC/NALC**

It was **RESOLVED** to renew annual membership to BLAC/NALC/LCR £455.20.

17/17 **SLCC**

It was **RESOLVED** to renew the annual membership to SLCC for the Clerk £157.00.

Financial Issues:

18/17 **QUARTERLY REVIEW OF GRANT/DONATION REQUESTS**

No new applications had been received for consideration. The Friends of St Marys Church Pitstone wished to thank the Parish Council for their donation towards the water supply/tap last year as this had also enabled a toilet to be installed at the church.

19/17 **VAT**

It was noted that the quarterly VAT return had been submitted and HMRC had refunded £2,419.20.

20/17 **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.
- 3) It was noted that Came & Co had reminded council of a £250 excess re park furniture and therefore council **RESOLVED** not to add the WI picnic bench at the current point in time.

21/17 **INTERNAL CONTROLS**

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

22/17 **FINANCIAL YEAR END**

- 1) It was **RESOLVED** to transfer £1,591.28 from the NatWest S106 account to the Unity account in reconciliation.
- 2) It was **RESOLVED** to retain existing reserves in NatWest reserve account without adjustment.
- 3) The amendments to the Asset Register reflecting year end position were noted.
- 4) The draft annual return and accompanying figures were noted. Cllr Starling offered to assist with the conversion to Income and Expenditure.

23/17 **ANNUAL CHECK OF ELECTRONIC BANKING DETAILS**

Undertaken and noted.

Other Reports:

24/17 **OTHER REPORTS**

- 1) Cllr Saintey provided feedback from the St George's Day parade on 23/4/17.
- 2) Cllr Frearson provided feedback from BALC Councillor Induction training 26/4/17.
- 3) The other reports were noted.

25/17 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 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: 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, October.
- AVALC 6/6/17, 5/9/17 – Cllr Saintey attending
- LAF meetings: 17/7/17 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, General Election 8/6/17
- 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
- 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
- LAF traffic calming sub-group meeting 10/5/17 – LAF members attending

26/17 **DATE OF NEXT MEETING**

The Annual Parish Assembly falls on Tuesday 16 May. The next meeting of the Parish Council will be held on Thursday 25 May 2017 and will be the AGM. It was noted that the following would appear on the agenda:

- Appoint new Chairman/Vice Chairman & Committee Members (Chairman must sign Dec of Acc of Office)
- Review existing committees and consider new ones
- Re-approve dd's/standing order payments and all those which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI and regular maintenance contracts and the like for which council may authorise payment for the year)
- Annual review of bank mandates & actual banking arrangements
- Annual review Financial Regs (now need to be reviewed annually each May)
- Annual review of Risk Assessment
- Annual review maintenance schedule arrangements for pavilion
- Annual review of Community Self Help Plan
- Bi-Annual gas contract for pavilion expires Sept 2017 (90 days' notice to be given by 4/6/15, therefore quotes in May)
- Obtain quotes for any necessary street light structure tests
- PPP submissions (deadline 15 June so outline at May meeting)
- Consider proposals to amend Standing Orders and Communications Policy to bring greater clarification
- Council priorities for forthcoming year

No further items were requested for the agenda.

27/17 **CLOSURE OF PUBLIC MEETING**

There being no further business to be transacted, the Chairman closed the public section of the meeting at 8.23pm, 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.

28/17 **LAND MATTERS**

- a) Land off Westfield Road
It was **RESOLVED** to try and arrange a site meeting with BBOWT, National Trust and Herts & Middx Wildlife Trust to investigate further.
- b) Pitstone Development Area
A lengthy conversation ensued. No resolutions arose.
- c) BCC Land by The Crescent
It was **RESOLVED** to respond to Carter Jonas with the legal advice received from Horwood & James re tiered overage.

29/17 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 10.20pm.

Signed: _____
Chairman

Date: 25 May 2017