

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 25 May 2017
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 11pm

30/17 ELECTION OF CHAIR FOR THE FORTHCOMING YEAR

Cllr Saintey announced that he would not be standing for re-election as Chair and summarised the achievements of his 10 years in office. Mrs A Hawkins, member of the public, extended her thanks to Cllr Saintey for all his work over this period. Members of the council also expressed their thanks and gratitude to Cllr Saintey for his term of leadership.

Cllr Nicholls was nominated and seconded for the role of Chair. There being no other nominations Cllr Nicholls was duly elected. Cllr Nicholls duly completed and signed the Declaration of Acceptance of Office of Chairman of the Parish Council in the presence of the proper officer of the council, who counter-signed the declaration.

31/17 ELECTION OF A VICE CHAIR FOR THE FORTHCOMING YEAR

Cllr Saintey was nominated and seconded for the role of Vice Chair, and confirmed his willingness to accept this role. There being no other nominations Cllr Saintey was duly elected.

32/17 ATTENDANCE AND APOLOGIES

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

Others present: Present throughout public session: residents Mr W Hawkins and Mrs A Hawkins. Present for part of the meeting: resident Mr Phillips, Mr R McCarthy of Aldbury Parish Council, District Councillors Derek Town and Sandra Jenkins, and County Councillor Anne Wight.

Apologies: It was **RESOLVED** to accept apologies from Cllr Matthey (work grounds) and Cllr Mrs Stack.

33/17 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- 1) It was **RESOLVED** to permit the newly elected County Councillor Anne Wight to provide an update on County matters:
 - a. BCC LAF will be issuing a refund to Pitstone Parish Council of almost £2k relating to the road safety audit for the highway safety scheme.
 - b. Workshops are planned to further investigate the highway safety scheme within the next few months. It was **RESOLVED** to add the agreement of parish council priorities to the June agenda.
 - c. BCC hope that the Castlemead estate highways will be brought up to standard and adopted within 18 months.
 - d. BCC/HCC continue to investigate the proposed cycle/footpath to Tring station.
 - e. Waste King application due to be heard at Development Control meeting on 19/6/17 at which she will register to speak.
 - f. BCC were investigating a freight strategy and workshops would be held in the next few months. It was **RESOLVED** to add consideration of this to the June parish council agenda.
- 2) It was **RESOLVED** to permit District Councillor Derek Town to provide an update on District matters:
 - a. Further information provided about Waste King application and potential impact on villages. Cllr Town would also be speaking at the Development Control meeting.
- 3) No other questions were tabled from members of the public.

34/17 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, 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 currently 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.

It was noted that no dispensation requests had been received prior to the meeting. It was noted that no councillors wished to speak about matters for which they held an interest.

35/17 **RE-CONFIRM STANDING DISPENSATIONS FOR THE FORTHCOMING YEAR**

It was **RESOLVED** to re-confirm the following standing dispensations for the forthcoming year:

- Where there is an interest common to the majority of inhabitants of the parish (eg if HS2 came through the village)
- When setting the council tax/precept (otherwise no members would be able to vote)
- Interests arising from posts within the authority (eg to a committee)
- Interests arising from membership of a body to which the authority has appointed or proposes to appoint you (where members may discuss but not vote)

36/17 **MINUTES OF THE MEETINGS** held on 27/4/17

It was proposed, seconded and **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 27 April 2017 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

Cllr Starling did not agree with minute 28/17b. It was **RESOLVED** to provide further clarity to members relating to minutes of confidential matters.

37/17 **CLERK'S REPORT**

The following updates to matters arising were noted but not discussed in detail, and are replicated below to aid members of the public:

- 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: The Parish Council can't adopt street lighting until post highways adoption by BCC. 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. Full tree survey overdue and requires completion before handover.
- 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.
Andrew Clarke at BCC advised 6/4/17 that they were pursuing the transport contribution and would back in touch in due course to work with the parish council on delivery.
- 8) Rushendon Furlong Street Lighting: the parish council 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 previously 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: April 2017 UK Power Networks removed 4 poles outside 100-120 Vicarage Road and diverted 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 path 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. BCC assisting.
- 17) Noticeboard: a site meeting undertaken with Bucks County Council Transport for Bucks, a number of location options are being investigated.
- 18) Street Lighting: Old Farm now complete.
- 19) Change of street lighting energy supplier: In progress, Opus sending contract paperwork & liaising with Eon, dd completed and returned.
- 20) Unmetered electricity annual consumption summary: being submitted to UK Power Networks

38/17 REVIEW AND ADOPTION OF KEY POLICIES

It was proposed, seconded and **RESOLVED** to adopt the following policies, draft copies of which had been circulated, and the Chairman was duly authorised to sign on behalf of the council:

- Code of Conduct
- Standing Orders
- Financial Regulations
- Risk Assessment and Policy

Cllr Starling wished council to record that he abstained from voting.

It was proposed, seconded and **RESOLVED** to adopt the Communications/Social Media policy and the Chairman was duly authorised to sign on behalf of the council. Cllrs Starling & Frearson wished it recorded that they abstained from voting.

39/17 COMMITTEE STRUCTURE

- 1) It was **RESOLVED** to operate the following committees for the forthcoming year, and council noted the legal obligations around committee structures:
 - a. Planning
 - b. Staffing
 - c. Sports and Leisure
 - d. Recreation Ground Charity
 - e. Pitstone Parish Charity
- 2) It was **RESOLVED** to operate the following working parties for the forthcoming year, and council noted the restrictions thus imposed and the need for resolutions to be referred to full council:
 - a. Pitstone Development Area
 - b. Highways and Paths
 - c. Youth Café

It was **RESOLVED** to disband the previous Housing Working Party.

40/17 **COMMITTEE APPOINTMENTS**

It was proposed, seconded and **RESOLVED** to make the following appointments to committee:

- 1) Planning Committee
Chair = Cllr Mrs Crutchfield. Other members: Cllr Blunt, Cllr Starling, Cllr Mrs Arney and Cllr Nicholls.
- 2) Sports and Leisure Committee
Chair = Cllr Saintey. Other members: Cllr Frearson, Cllr Weber and Cllr Mrs Crutchfield.
- 3) Staffing Committee
Chair = Cllr Blunt. Other members: Cllr Starling and Cllr Saintey.
- 4) Pitstone Recreation Ground Charity Committee
Chair = Cllr Matthey. Other members: Cllr Stack and Cllr Starling.
- 5) Pitstone Parish Charity Committee
Chair = Cllr Nicholls. Other members: Cllr Matthey and Cllr Mrs Arney.

41/17 **WORKING PARTY APPOINTMENTS**

It was proposed, seconded and **RESOLVED** to make the following appointments to working parties:

- 1) Pitstone Development Area Working Party: Cllr Saintey, Cllr Blunt, Cllr Frearson and Cllr Weber.
- 2) Highways & Paths Working Party: Cllr Weber, Cllr Mrs Arney and Cllr Saintey.
- 3) Youth Café Working Party/Representatives: Cllrs Saintey and Nicholls call into the café on a rotational basis every 2 weeks along with Brian Richardson who continues to volunteer on behalf of the café. Cllrs Saintey, Nicholls, Matthey or Crutchfield to meet with the Youth Café manager when required.

42/17 **OTHER APPOINTMENTS**

It was proposed, seconded and **RESOLVED** to make the following other appointments:

- 1) **Chiltern Conservation Board & other ecological issues** –Cllr Weber, Cllr Frearson and Cllr Mrs Arney
- 2) **Pitstone Memorial Hall Charity** - The recent correspondence from the Memorial Hall Charity was noted. It was **RESOLVED** that council could therefore not appoint a representative at present. It was **RESOLVED** that council would liaise further with the hall charity.
- 3) **Pitstone Church Committee** – Cllr Mrs Stack
- 4) **Local Area Forum** – Any three from Cllr Blunt, Cllr Saintey, Cllr Mrs Stack and Cllr Mrs Crutchfield
- 5) **Local Area Forum Traffic Calming Sub Group** – Cllrs Crutchfield and Stack
- 6) **Local Council Planning Liaison Group** – Cllr Saintey. It was **RESOLVED** that council would enquire if 2 members could attend, as Cllr Weber also expressed an interest.
- 7) **AVALC** – Cllr Saintey
- 8) **Pitstone Hill & Trees** – Cllr Mrs Stack and Cllr Mrs Arney
- 9) **Allotment Officers** – Legally required to appoint one. Cllr Mrs Crutchfield
- 10) **Footpaths** – Cllr Mrs Arney
- 11) **Noticeboard Manager** – Cllr Mrs Arney
- 12) **Web Site** – Cllr Nicholls
- 13) **Waste & Minerals** – Cllr Blunt
- 14) **Street Lighting** – Cllr Frearson. It was **RESOLVED** to send a formal thank you to the previous voluntary member of the public.
- 15) **Public Transport** – Cllr Mrs Arney
- 16) **Community Self Help Plan** – Cllr Mrs Stack
- 17) **Play Space & Asset Inspection** – Currently the clerk. It was **RESOLVED** that the staffing committee would investigate other options.
- 18) **mVAS** – Cllr Frearson and Cllr Starling

43/17 **COMMITTEE TERMS OF REFERENCE**

It was **RESOLVED** to adopt the following Terms of Reference for each committee:

- 1) Planning Committee
 - a. Meets once/twice per month depending upon the number and timing of deadlines imposed by the planning authority.
 - b. The committee has delegated power to determine standard applications (eg extensions) and advise AVDC on the outcome of their decision on behalf of the Parish Council. Any correspondence relating to such applications will be circulated to relevant committee members.
 - c. For applications of 5+ developments / where development may be contentious or at the discretion of the AVDC Planning Committee, full council to be

- summoned to attend the meeting. Any correspondence relating to such applications to be circulated to full council.
- d. Meetings must be open to the public and advertised in the same manner as a council meeting.
 - e. The committee has no delegated spending power.
- 2) Sports and Leisure Committee
- a. Committee meets monthly and considers all sports & leisure related issues.
 - b. The Committee has delegated power to manage all day-to-day decisions, taking advice from external representatives on the committee as necessary.
 - c. The committee has delegated power in line with Financial Regulation 4.1, up to £5,000.
 - d. All items of major expenditure or decisions of a strategic nature require a written referral back to full council for consideration and approval.
 - e. All correspondence relating to sports and leisure matters to be circulated to members of the committee.
 - f. Meetings must be open to the public and advertised in the same manner as a council meeting.
- 3) Staffing Committee
- a. To be convened when necessary.
 - b. The committee has delegated power to determine routine staffing matters such as holiday leave/cover, training, sickness, appraisals, pensions, PAYE/NI, overtime etc.
 - c. Meetings must be advertised and minuted in the same manner as a council meeting but public may be excluded for reasons of confidentiality.
 - d. No member of staff should be present at Staffing Meetings but may be requested to submit a report.
 - e. The committee has no delegated spending power over and above items listed above.
 - f. Final decision on appointments should be referred to full council for approval.
- 4) Pitstone Recreation Ground Charity Committee
- a. The parish council as a corporate body is trustee to this charity.
 - b. To preserve integrity, council manages the affairs of the charity via a committee. The committee has delegated power to make day-to-day decisions eg terms of occupational licences.
 - c. At the charity's request, the parish council has resolved to undertake all ground maintenance for the village green under its open spaces program. Therefore, ground management of the recreation ground falls within the sports and leisure committee.
 - d. Charity meetings do not need to be open to the public and only trustees should attend.
 - e. The charity has its own bank account for receipt of funds. The charity makes no outgoing expenditure on open space management.
 - f. Decisions of a strategic nature or requests for expenditure must be referred to full council (as sole trustee).
- 5) Pitstone Parish Charity Committee
- a. The parish council as a corporate body is trustee to this charity.
 - b. To preserve integrity, Council manages the affairs of the charity via a committee.
 - c. The committee has delegated power to make day-to-day decisions.
 - d. Charity meetings do not need to be open to the public and only trustees should attend.
 - e. As the charity currently has no finances, any issues relating to expenditure or of a strategic nature, should be referred to full council (as sole trustee).

44/17 **DELEGATION ARRANGEMENTS**

It was **RESOLVED** to adopt the following delegation arrangements:

- 1) The clerk to continue to have delegated power to incur expenditure on office stationery, equipment, sundries, commodities (eg sacks for litter pickers), training or reference books as deemed necessary; timely maintenance requirements for property & assets eg replacement roof tiles at the pavilion or playground repairs, plus emergency expenditure on behalf of the parish council up to a value of £500 (eg to clear fallen trees). Any expenditure incurred under the last two categories should be reported to council at the earliest opportunity.
- 2) The pavilion cleaner and litter pickers to continue to have delegated authority to incur minimum expenditure on cleaning materials, sundries, replacement gloves etc.
- 3) It was noted that the council has accepted devolved powers from BCC to undertake grass verge maintenance, right of way maintenance and minor works covered within the scope of the delegation agreement.

45/17 CORRESPONDENCE

The following correspondence received this month was noted:

Aylesbury Vale District Council

- Planning notifications and correspondence – circulated electronically to planning committee
- Amendments to the register of electors – Circulated electronically
- Press releases – Circulated and posted electronically
- Notification of change to meeting dates due to election – Circulated electronically
- Response to complaint – Circulated electronically
- Minutes of the Local Council Planning Liaison Group – Circulated electronically
- Info re VALP parishes session on 17/7/17 – Circulated electronically
- Info re Local Council Planning Liaison Group 12/7/17 – Circulated electronically, Cllr Saintey attending
- Correspondence from AVDC and Bellway re proposed street names for Vicarage Road development. No objections were raised to the proposals suggested by Bellway, any other proposals to be forwarded to the clerk.
- Street name query from AVDC re Stocks Road/Aldbury Lane. It was **RESOLVED** to advise AVDC that the road had only ever been locally referred to as Stocks Road.
- Details of WhizzFizzing Festival in Aylesbury – Circulated and posted electronically
- General Election posters – passed to notice board manager

Bucks County Council and Transport for Bucks

- Road work / road closure alerts / major works – circulated and posted electronically where appropriate
- MyBucks e:newsletter – Circulated electronically
- Details of unitary engagement sessions – Circulated electronically in case councillors wished to attend
- Bucks Active dog agility class posters – Circulated and also posted electronically
- Correspondence with both District and County Councillor re adoption of Castlemead – responded
- Correspondence with BCC/Carter Jonas – Circulated electronically
- Copy correspondence between Marsworth PC and BCC re footpath – Circulated electronically to working party members
- Correspondence from BCC LAF re refund for road safety audit – Circulated electronically

Other

- Thames Valley Police neighbourhood alerts, updates, press releases & 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
- Chilton's AONB walking festival information – Circulated and posted electronically
- SLCC e:newsletters (including article about government consultation on councils charging for use of public open space eg park runs) – circulated electronically
- Action4Youth e:newsletter – Circulated electronically
- Community Impact Bucks e:newsletters and training course details – circulated electronically for councillors to respond if wished to attend
- Community Buildings e:newsletters – Circulated electronically
- Aylesbury Town Centre event posters – passed to notice board manager
- Fields in Trust e:newsletter – Circulated electronically
- Icknield Way Association e:newsletter – Circulated electronically
- Lamps & Tubes festive lighting sale – Circulated electronically for councillors to advise if wished added to agenda
- Correspondence between school & youth café manager re scooter – Circulated electronically to youth café members
- BALC training course info – Circulated electronically for councillors to advise if wished to attend
- Landowner planning notifications from Nicholas King/Wakelin to Parish Council and Parish Charity – retained for reference and notified councillors

- Letter from Pitstone Memorial Hall Charity regarding appointment of trustee – Circulated electronically
- Inform update from London Luton Airport – Circulated and posted electronically
- Copy correspondence from resident re Vicarage Rd planning – Circulated electronically
- Enquiry from a resident re Vicarage Road planning – responded and circulated both letter and response to planning committee
- Copy correspondence from Pitstone Memorial Hall Charity to hirers re Pitstone development area – Circulated electronically
- Clerks & Councils Direct Issue 111 – for Circulation
- War Memorials Trust Bulletin Number 73 – for circulation
- Local Councils Update Issue 206 – for circulation
- The Clerk magazine Vol 48 – for circulation
- Correspondence from Bellway – Circulated electronically
- Outstanding Chilterns magazine – for circulation
- Pensions Regulator e:newsletters – Circulated electronically
- Results of youth café management survey – Circulated electronically
- Results of AVYFC youth forum survey at Pitstone youth café – Circulated electronically
- Ivinghoe hub e:newsletters – Circulated electronically
- Update on youth café from café manager – circulated to members of youth café working group
- Enquiry from Aylesbury Action for Youth re additional activities for play around the parishes – passed to S&L committee for consideration
- Notification from Cllr Stack of intention to stand down from Pitstone Allotment Association committee in June – for information
- Event information for WI cream teas – posted electronically as requested
- Information from Bucks Vision – posted electronically as requested
- Correspondence from resident re problems in Gullicott Way/Yardley Avenue – added to agenda
- NALC briefing on reform of data protection legislation which will require actions on behalf of the parish council – Circulated electronically
- Enquiry re establishing a private day nursery in Pitstone – circulated to PDA working party & Parish Charity Committee, provided the sender with links to the previous consultation materials and contact details for Bidwells & Nicholas King
- Info on Bucks & MK Sports Awards – Circulated electronically
- Photograph of B488 in 1926 – Circulated electronically
- Thank you card from WI – Circulated electronically
- Info re soldiers charity bike ride & directional signage in Sept – Circulated electronically
- Notification of Party in the Park cancellation – Circulated electronically
- Hertfordshire Year of Volunteering e:newsletter – Circulated electronically
- DfT consultation into modernisation of airspace – Circulated electronically and added to agenda
- Annual playground inspection reports – Circulated electronically and added to Sports & Leisure Committee agenda for consideration
- Correspondence from Anglian Water re private pumping stations – Circulated and posted electronically
- Kompan family obstacle course launched – Circulated electronically
- Copy of statement from Memorial Hall Charity re Party in the Park – Circulated electronically
- Complaint from resident re premature cutting of daffodils in verge – Circulated electronically to Chair/Vice Chair. It was **RESOLVED** to provide more definitive brief to contractor for future years.
- Creative Play e:newsletter – Circulated electronically
- Town Lands Charity/Williamson Trust request to include information in welcome packs. Will provide hard copies to clerk. - for information.
- Enquiries from 2 x residents re Party in the Park – responded
- Complaint from resident re pot holes in Glebe Close – notified to TfB and responded to resident
- Facebook message from resident pointing out grammatical error on recreation ground sign – responded
- Action 4 Youth competition – Circulated electronically to councillors and café staff. It was **RESOLVED** to delegate responsibility to the Youth Café manager to enter.

Committee Matters:

- 46/17 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
1) It was **RESOLVED** to note receipt of the draft minutes of the planning committee meeting held on 9/5/17.
- 47/17 **PITSTONE PARISH CHARITY COMMITTEE:** No meeting held during the month, so no report due.
- 48/17 **RECREATION GROUND CHARITY COMMITTEE:** No meeting held during the month, so no report due.
- 49/17 **STAFFING COMMITTEE:** No meeting held during the month, so no report due.
- 50/17 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**
1) It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 12/5/17.
2) It was noted that the parish council had been successful with their S106 grant application to AVDC. Football Foundation grant pending.
3) It was noted that planning permission had been granted for the ball stop netting.

Matters Raised by the Working Groups:

- 51/17 **HIGHWAYS/PATHS**
1) Ivinghoe & Pitstone Safety Scheme: It was noted that BCC/LAF were refunding £1,973 from the road safety audit.
2) Path between Pitstone & Marsworth: Cllrs provided feedback from the joint parish meeting held 5/5/17.
3) Path to College Lake: It was **RESOLVED** to carry out some initial investigations, no urgency.
4) mVAS:
a) It was **RESOLVED** to note receipt of Cheddington Road report.
b) It was noted that the detection issues had now been resolved.
- 52/17 **YOUTH CAFÉ**
It was proposed, seconded and **RESOLVED** to adopt the following policies, draft copies of which had been circulated, and the Chairman was duly authorised to sign on behalf of the council:
1) Safeguarding 1 – child welfare
2) Safeguarding 2 – recruitment etc
3) Data handling
4) Equality and diversification
5) Confidentiality
6) Risk policy
7) Whistle blowing

It was **RESOLVED** to note receipt of updated Risk Assessment compiled by café manager.

Other Issues:

- 53/17 **DEVOLVED SERVICES:** no new items had been raised for consideration this month.
- 54/17 **ORCHIDS ALONG WESTFIELD ROAD**
1) It was **RESOLVED** to recommend to Taylor Wimpey and AVDC that they resume grass cutting on the area at the end of Warwick Road due to diminished numbers of fledgling plants and localised opposition by residents.
2) It was **RESOLVED** to seek specific count numbers for the remaining two areas where grass cutting is suspended so that council might review these areas.

County Councillor Wight and District Councillors Town & Jenkins departed the meeting.

- 55/17 **ANNUAL PARISH ASSEMBLY**
Two matters arose, not covered elsewhere on the agenda:
1) A request to review the goal at Hever Close. It was **RESOLVED** to delegate this to the Sports and Leisure Committee.
2) mVAS/speeding along Westfield Road. It was **RESOLVED** to delegate initial investigation to Cllrs Frearson/Starling (as mVAS representatives) for subsequent report back to full council.

- 56/17 **LAND OFF WESTFIELD ROAD:** no report due.
- 57/17 **BCC LAND BY THE CRESCENT:** no report due.
- 58/17 **AVALC**
It was **RESOLVED** to make the requested annual voluntary donation of £20.00 to AVALC. In line with the declared interest, Cllr Saintey did not participate in discussion/voting.
- 59/17 **COMMUNITY SELF-HELP / EMERGENCY PLAN**
It was **RESOLVED** to postpone a review until August.
- 60/17 **COUNCIL INFORMATION**
It was **RESOLVED** to continue with the present regulations regarding the dissemination of information to councillors:
- 1) all correspondence and meeting information to be circulated electronically to councillors as soon as available during the month. Councillors can request hard copies to be printed of any document if they wish.
 - 2) all summons/notices/financial information/clerks report to be circulated electronically to all councillors for main council meetings, and also supplied as a hand delivered hard copy unless the councillor specifically requests otherwise.
 - 3) all summons/notices/clerks report for committee meetings to be circulated electronically to relevant councillors. Councillors to request hard copies to be printed of any document if they wish.
- 61/17 **COUNCIL PRIORITIES**
It was **RESOLVED** that all committees would submit their top 2 priorities for consideration for compilation into a strategic overview of direction for the parish council (a) for the current calendar year and (b) for the next calendar year.
- 62/17 **PPP SUBMISSION**
The submission deadline of 15/6/17 was noted. It was **RESOLVED** to include the annual report and accounts plus information about the Volunteer of the Year.
- 63/17 **GULLICOTT WAY/YARDLEY AVENUE**
It was **RESOLVED** to write to Vale of Aylesbury Housing Trust and advise them of the current concerns expressed by a local resident re anti-social behaviour. It was further **RESOLVED** to raise the concerns with Thames Valley Police and request extra patrols. It was noted that the fly-tipping had been removed.
- 64/17 **DATA PROTECTION LEGISLATION**
The legal briefing provided by NALC was noted and further information provided by Cllrs Weber/Nicholls. It was **RESOLVED** that no actions were arising at present point in time.
- 65/17 **NALC/LGC SURVEY RE DEVOLUTION**
It was **RESOLVED** that no response was required.
- 66/17 **GOOD COUNCILLORS GUIDE 2017**
It was **RESOLVED** to procure 10 copies, 1 for each councillor, from BALC at a cost of £4 per book.
- 67/17 **DFT CONSULTATION RE AIRSPACE MODERNISATION**
It was **RESOLVED** to liaise with Rachel Webb regarding submission.

Mr R McCarthy departed the meeting.

Financial Issues:

- 68/17 **ANNUAL REVIEW OF FINANCIAL AFFAIRS**
- 1) Direct Debits and Standing Orders
It was **RESOLVED** to continue with Direct Debits for:
 - a. utility provision (water, gas, electric and unmetered electricity) and
 - b. financial services (Sage accounting and payroll, NEST, credit card and bank charges).
 It was noted that the council operates no Standing Orders.
 - 2) Payments arising as a result of continuing contract, statutory duty or obligation
It was **RESOLVED** to continue with the following continuing contracts:
 - a. employment matters eg contracts, PAYE/NI, NEST
 - b. HMRC VAT

- c. part-spent contracts for utilities
- d. part-spent contract for street light maintenance
- e. contract with J Groom & Son as ground-keeper at pavilion
- f. part-spent contract with J Leonard to fulfil devolved services and move mVAS
- g. contract with R Haynes re bus shelter cleaning
- h. use of Almar (Tring) Ltd to print PPP

3) Bank Accounts and Mandates

It was **RESOLVED** to continue with the following bank accounts/mandates:

- a. Unity Trust current account. Main account. Electronic banking with the clerk raising payments and any two councillors individually approving online before payment released. Cheques optional, signed by two councillors.
- b. Nat West current account. NatWest maintain at £10 balance. Cheques only. At least 2 councillors must sign cheques.
- c. Nat West reserve account. Linked to Nat West current account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. It was noted that following the change in Chair, the signatories would need to be updated. Holds reserves and accruals.
- d. Nat West S106 reserve account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. It was noted that following the change in Chair, the signatories would need to be updated. Holds S106 maintenance funds for Castlemead play areas.

It was noted that council currently holds no long term investments or bonds.

4) BACS

It was **RESOLVED** to continue with all payments being enacted by BACS whenever possible, with the Clerk only permitted to raise payments and two other councillors required to authorise online transactions before being processed by Unity. In exceptional circumstances payments can be issued by cheque eg Volunteer of the Year, requiring signature of cheque and counterfoil by 2 members of council.

5) General Power of Competence

It was noted that the necessary conditions were still met following the election in 2015 and therefore the General Power of Competence remains in force until the next election in 2019.

6) Allowances

It was **RESOLVED** that council would continue with the policy not to operate an allowance scheme for members or chair.

Mr Phillips departed the meeting.

69/17 **GRANT/DONATION REQUESTS**

It was **RESOLVED** to purchase additional lifesaving equipment from the South Beds Ambulance Service to provide the Community 1st Responder with the additional materials required following his new training (£200.00).

70/17 **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.

71/17 **INTERNAL CONTROLS**

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

72/17 **FINANCIAL YEAR END**

- 1) The full Internal Audit report provided by IAC was considered and noted along with the completed Annual Internal Audit Report 2016/17 within the annual return. No additional resolutions arose.
- 2) It was **RESOLVED** to approve the year end (to 31 March 2017) bank reconciliation and the Chairman was duly authorised to sign on behalf of the council.
- 3) Taking into consideration the advice within Governance and Accountability, it was **RESOLVED** to approve Section 1 of the Annual Return, the Annual Governance Statement 2016/17 and the Chairman was duly authorised to sign on behalf of the council.

- 4) It was **RESOLVED** to approve Section 2 within the Annual Return, the Accounting Statements for 2016/17 and the Chairman was duly authorised to sign on behalf of the council.
- 5) It was **RESOLVED** to approve the accompanying Explanation of Significant Variances in the Accounting Statements 2016/17.
- 6) It was **RESOLVED** to approve the accompanying Reconciliation between Box 7 and Box 8 (required following the conversion to Income & Expenditure).
- 7) It was **RESOLVED** to approve the associated Exercise of Public Rights with an inspection period of 5 June to 14 July 2017.
- 8) It was **RESOLVED** that councillors would forward any additional comments on the descriptive version of the Annual Report and Accounts for PPP to the clerk within 1 week.
- 9) It was noted that the next Pitstone Recreation Ground Charity and Pitstone Parish Charity meetings would need to approve the respective charitable accounts.

Other Reports:

73/17 OTHER REPORTS

- 1) Cllr Crutchfield and Stack provided feedback from the LAF traffic calming sub-group on 10/5/17.
- 2) Cllr Dr Frearson provided feedback from the BCC Unitary Engagement Session on 22/5/17. It was **RESOLVED** to request District Councillors D Town / S Jenkins provide a report at the next meeting about what the parish council should do next.
- 3) Cllr Saintey provided feedback from the WI 100 year Celebration.
- 4) It was noted that the dog bins in Castlemead had not been emptied last week and AVDC were resolving.
- 5) Cow Parsley at the junction of Vicarage Road/Upper Icknield Way had been cut to re-instate visibility splays.
- 6) AVDC were addressing overgrown shrubbery in Windsor Road.
- 7) It was noted that a pizza restaurant may be opening in the same building as Delicious Meals and confirmed that as no change of use would be required this would not be referred to the parish council.
- 8) The other reports were noted.

74/17 THE FOLLOWING REMINDERS WERE NOTED

- Parish Council meetings: 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: 8/6/17, 13/7/17, 10/8/17, 14/9/17, 19/10/17, 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: 17/7/17 and 5/10/17 – LAF representatives to attend
- Lantra Basic Tree Inspection training 27/6/17 – Clerk attending
- Village Festive 22-25 June 2017 on 'recreation ground'
- General Election 8/6/17
- 2 x 2hr play around the parish sessions booked for August – 10am-12noon on Tues 8 Aug and 2-4pm on Thurs 24 August
- Chairmanship Skills BALC training 12/10/17 6.30-9pm – Cllr K Weber attending
- Best Kept Village competition judging in June or July
- Ivinghoe Fete 10/6/17 – Cllr Saintey to judge float & fancy dress competitions
- AVDC VALP Parishes Seminar 17/7/17 6.30pm The Oculus – 2 councillors can attend, Cllr Weber & Cllr Frearson expressed interest
- Local Council Planning Liaison Group 12/7/17 – Cllr Saintey attending

75/17 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Thursday 29 June 2017. It was noted that the following would appear on the agenda:

- Annual review of Equal Opportunities Policy
- Annual review of mVAS procedures manual and risk assessment
- Quarterly review of clerks hours/overtime
- Consider if want to redo Pitstone Guide & determine timing
- Start work reviewing Street Light policy for next month.
- Review youth café contract with Dave Rollins – expires July

No further items were requested for the agenda.

76/17 CLOSURE OF PUBLIC MEETING

There being no further business to be transacted, the Chairman closed the public section of the meeting at 10.05pm, thanked the members of the public for their attendance.

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.

77/17 **PROTECTION OF OPEN SPACE**

- 1) It was **RESOLVED** to incur £500.00 on further legal advice. Cllr Weber abstained from voting. Cllr Arney wished it noted that she opposed the resolution.

78/17 **UPCOMING PDA APPLICATIONS**

- 1) It was **RESOLVED** to incur £1,000 on legal advice relating to how the parish council should rightly consider the upcoming applications. Cllrs Weber, Crutchfield and Arney abstained from voting.
- 2) It was **RESOLVED** to engage with County Councillor Anne Wight re how the parish council could best be involved with the S106 developer contributions relating to County Council matters.
- 3) It was **RESOLVED** to over-turn the resolution from the previous financial year re the seeking of legal advice re other S106 matters.

79/17 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 11pm.

Signed: _____
Chairman

Date: 29 June 2017