

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 29 June 2017
in the Millennium Room at the Memorial Hall, starting at 8.55pm and
concluding at 9.40pm

80/17 ATTENDANCE AND APOLOGIES

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

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

Apologies: It was **RESOLVED** to accept apologies from Cllr Saintey (annual leave) and County Councillor Anne Wight.

81/17 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

- All councillors have standing declarations of interest, for which dispensations are in place, in the charity's actions as the council as a corporate body is trustee of the Recreation Ground Charity and Pitstone Parish Charity.
- 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.

82/17 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from members of the public.

83/17 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- It was **RESOLVED** to note receipt of the update from County Councillor A Wight.
- It was **RESOLVED** to note receipt of the unitary update from District Councillors S Jenkins and D Town.
- Cllr D Town provided an update on the New Homes Bonus Micro Grant and on the Waste King planning application.

84/17 MINUTES OF THE MEETINGS held on 25/5/17

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 25 May 2017 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

85/17 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. BCC advised in May that hope all adopted within 18m ie November 2018.
- 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.
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 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 51st 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 and diverting 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) pending.
- 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) Marsworth/Pitstone path: BCC progressing engineering report, next meeting eta July
- 18) Path from railway bridge to college lake: initial investigations being considered
- 19) Noticeboard: investigating potential relocation
- 20) Devolved Services: no matters arising this month.
- 21) BCC Land by The Crescent: awaiting final Heads of Terms from BCC
- 22) mVAS: options being investigated by Cllrs Frearson/Starling
- 23) Freight Strategy: 6 week public consultation due in the autumn on the full draft strategy
- 24) Land off Westfield Road: site visits from advisors being held during July
- 25) Council priorities: no nominations received by clerk from committees or working parties. Members to ensure any recommendations sent to the clerk 10 days ahead of July council meeting.

86/17 **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
- Check of parish emergency capacity – responded
- Info re WhizzFizzing Festival – Circulated electronically

- Request for details of S&L S106 proposals for village centre – circulated to S&L committee and added to planning committee agenda for village centre
- Info on Connected Counties program – Circulated electronically
- Cancellation of VALP parishes seminar & revised VALP timetable – Circulated electronically
- Correspondence from AVDC re street naming – Circulated electronically
- Update on unitary proposals – Circulated electronically

Bucks County Council and Transport for Bucks

- Road work / road closure alerts / major works – circulated and posted electronically where appropriate
- My Bucks e:newsletter – Circulated electronically
- Bucks Active dog agility class posters – passed to notice-board manager
- Prevention Matters e:newsletters – Circulated electronically
- Parish Liaison meeting info (circulated with BALC weekly updates) - Circulated electronically for councillors to advise if wished to attend
- Heat Health alerts and Heat wave advice leaflets – Circulated and posted electronically where appropriate
- Bucks Active fitness advice and updates – Circulated electronically
- Various Freight Strategy consultation information – Circulated and posted electronically
- Copy presentation and notes from BCC Parish Liaison meeting 14/6/17 – Circulated electronically
- New contact form from TfB – 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
- Public Sector Executive e:newsletters – circulated electronically
- Public Sector Today e:newsletters – Circulated electronically
- B&MKALC Weekly Updates – Circulated electronically
- BALC training notes on planning and enforcement – Circulated electronically
- SLCC e:newsletters – circulated electronically
- Action4Youth e:newsletters – Circulated electronically
- Active Places e:newsletters – Circulated electronically
- Fields in Trust e:newsletters – Circulated electronically
- Chiltern Conservation Board e:newsletters – Circulated electronically
- Chiltern Society e:newsletters – Circulated electronically
- Community Impact Bucks e:newsletters – circulated electronically
- Aylesbury Town Centre event posters – passed to notice board manager
- Ivinghoe Old School Hub e:newsletters – Circulated electronically
- BVCL AGM 1/7/17 – Circulated and posted electronically
- Reference request – liaised with Cllr Blunt as Chair of Staffing
- Copy announcement from Pitstone Memorial Hall re Party in the Park – Circulated electronically
- Hertfordshire Forward Annual Conference – Circulated electronically
- Hertfordshire County, Parish and Town Council Annual Partnership Meeting 3/7/17 – Circulated electronically
- Armed Forces Day info – Circulated electronically
- Enquiry re PPP – responded and forwarded to Advertising Manager
- Enquiry re Clark Contracting – forwarded to County Councillor Anne Wight
- Enquiry from resident re Memorial Hall Charity scheme – liaised with Memorial Hall Charity and responded to resident
- Enquiry from resident re VAHT grass cutting – liaised with VAHT
- Complaint from resident re cutting of wild flowers in BCC grass verge cut under devolved services – responded and liaised with contractor
- Merchant Navy Day Fly the Red Ensign 3/9/17 info – for circulation
- Correspondence between National Trust and Allotment Association – circulated to S&L committee
- Enquiry re pavilion site – circulated to sports & leisure committee
- Local Councils Update Issue 207 – for circulation
- Chiltern magazine from the Chiltern Society – for circulation
- BVCL AGM – Circulated electronically
- Information from local business – Circulated electronically to S&L committee

- AVALC minutes – Circulated electronically
- Query from resident re care of hedge/tree by Cheddington Road T junction – contacted the landowner
- Various updates and correspondence re Waste King planning application (subsequently granted by BCC) – Circulated electronically
- Notification from Safran of event on 24/6/17 with likely on street parking 22-24/6/17 – circulated and posted electronically
- Youth café updates from café manager – Circulated electronically to youth café reps
- Enquiry about defibrillators from Memorial Hall – provided requested information
- Invitation from BT re events about getting fibre broadband – Circulated and posted electronically
- Comments from residents on planning applications – Circulated electronically
- Info from Marsworth PC re footpath – circulated to working party members
- CAA airspace change process consultation – Circulated and posted electronically – suggested response obtained from Rachel Webb and circulated electronically
- Bucks County Show posters – Circulated electronically and posted to website
- Minutes of SLCC AGM – Circulated electronically
- Summer Ridgeway e:newsletter – Circulated electronically
- Enquiry from resident re BT manhole – provided contact details
- Enquiry from resident re aviation air pollution – referred to R Webb for advice and responded to resident
- London Luton Airport Inform e:newsletter – Circulated and posted electronically
- Enquiry from resident re overgrown footpath in Old Farm (1) TfB carrying out tree survey of all their portfolio in August and will include these leylandi which don't currently show on their asset register but are in their land (2) contractor providing a quotation for considering to 'side out' other section of footpath under devolved services
- Notification from National Trust of planned works to tree in Windmill car park – Circulated electronically
- Notification from resident re Queen St/Grange Road BOAT – referred to BCC RoW (ref 46043960) and circulated electronically
- BMKALC new website info – Circulated electronically
- Notification from Pitstone Allotment Association that Brian Brooks has taken over as Chair & raising a number of issues for discussion at the next s&l – circulated electronically to s&l committee
- Sage One e:newsletters – Circulated electronically
- Correspondence re quarry – Circulated electronically and copied to County Councillor Anne Wight who is working with the landowner and police forces

Committee Matters:

- 87/17 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
 1) It was **RESOLVED** to note receipt of the minutes of the planning committee meeting held on 12/6/17.
- 88/17 **SPORTS AND LEISURE COMMITTEE**
 1) It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 12/6/17.
 2) The confidential scoring matrix for architectural services was circulated. It was **RESOLVED** to delegate power to the Sports & Leisure Committee to appoint the architect.

Matters Raised by the Working Groups:

- 89/17 **HIGHWAYS/PATHS**
 It was **RESOLVED** to confirm the priority elements of the Pitstone/Ivinghoe Safety Scheme as (a) the diversion via Westfield Road and Handpost Corner (b) the safety of pedestrians/cyclists/school children from Vicarage Road roundabout up to the Kings Head and pedestrians crossing by Maud Janes Close in Ivinghoe.
- 90/17 **YOUTH CAFÉ**
 It was **RESOLVED** to provide a £5 CuriosiTEA gift voucher to 18 volunteers/staff at Pitstone Youth Café as a thank you for their hard work this academic year.
- 91/17 Cllr Starling requested it be minuted that he wished the PDA working party provide an update at every council meeting, and requested to know the number of occasions the PDA working party had met with Nicholas King. Cllr Crutchfield also agreed to request a PDA update at the next meeting.

Other Issues:

- 92/17 **ORCHIDS ALONG WESTFIELD ROAD**
Between 400-500 orchids had bloomed along Westfield Road but were fading quickly due to the prior heat wave. It was **RESOLVED** to recommend to Taylor Wimpey and AVDC that they resume grass cutting with the proposed 11/8/17 cut to allow time for the seeds to disperse. It was **RESOLVED** to request an end-of-season summary from the local biodiversity volunteers to assist with planning for next year.
- 93/17 **PITSTONE PARISH POST**
It was **RESOLVED** to submit the previously circulated information for inclusion within the next edition.
- 94/17 **ICO REGISTRATION**
It was **RESOLVED**, to comply with legal duty, to re-register with the Information Commissioners Office as a data controller (cost £35).
- 95/17 **CAA CONSULTATION ON PROPOSALS TO CHANGE THEIR CONSULTATION METHODOLOGY**
It was **RESOLVED** to respond to CAA via email in support of the content of the full submission by Rachael Webb on behalf of all the councils within the Bucks & Milton Keynes Association of Local Councils.

District Councillors Town & Jenkins, plus Cllr R McCarthy from Aldbury, departed the meeting.

Financial Issues:

- 96/17 **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 summaries.
- 97/17 **INTERNAL CONTROLS**
The regular internal controls had been conducted with no amendments requested or issues arising.

Other Reports:

- 98/17 **OTHER REPORTS**
1) Electronic notes from the BCC Parish Liaison meeting on 14/6/17 had been circulated electronically.
2) Electronic notes from the AVALC meeting on 6/6/17 had been circulated electronically.
3) Cllrs Nicholls and Starling provided feedback from the PIE Summer Festival.
4) It was noted that two street lights had been reported as non-operational (Cheyne Close and Crispin Field) and duly reported to the council's contractor for remedial action.
5) The other reports were noted.
- 99/17 **THE FOLLOWING REMINDERS WERE NOTED**
• Parish Council meetings: 27/7/16, 7/9/17, 28/9/17, 2/11/17, 30/11/17 and 4/1/18
• Sports and Leisure Committee meetings: 13/7/17, 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 5/9/17 – Cllr Saintey attending
• LAF meetings: 27/7/17 and 5/10/17 – LAF representatives to attend
• 2 x 2hr play around the parish sessions booked for August – 2-4pm on Mon 7 Aug and 10-12 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
• Local Council Planning Liaison Group 12/7/17 – Cllr Weber attending (LCPLG agreed that 2 councillors could attend unless attendance needed to be restricted for any particular meeting) (Cllr Saintey not available)
- 100/17 **DATE OF NEXT MEETING**
The next meeting of the Parish Council will be held on Thursday 27 July 2017. It was noted that the following would appear on the agenda:

- Note quarterly VAT return
- Quarterly grant consideration
- Quarterly Neighbourhood Action Group by TVP
- Annual review of Street Lighting Policy
- Annual review of mVAS procedure manual and risk assessment – postponed from June
- Approve appointment of youth café management services for next academic year – postponed from June, meeting being arranged in July
- Council priorities for year – postponed from June pending submissions from members
- Annual review of Equal Opportunities Policy – postponed from June
- Consider Pitstone Guide review – postponed from June

Cllrs requested the following additional agenda items:

- Update from PDA working party
- Party in the Park 2018 – Cllr Matthey to provide details

101/17 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 9.40pm.

Signed: _____
Chairman

Date: 27 July 2017